

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI
 FROM : SAC, Philadelphia
 SUBJECT: Report Writing

DATE: January 30, 1951

Rebulet January 22, 1951, to the New York office, with copies to other offices, including Philadelphia.

A review of the problem presented by the Bureau has been made and conferences held with the field supervisors of this office. It was the consensus of the supervisory staff that the administrative section of investigative reports be retained. Certain suggestions and observations were made to which the Bureau might give consideration.

The use of the administrative section of the report is a useful and convenient device for reporting uncorroborated information about collateral persons and organizations, as well as administrative information and other comparable data which is of no value to outside agencies. Its value lies in the fact that it makes a clean distinction between the results of investigation regarding a subject and information not directly germane to the issue under investigation.

It was agreed that the administrative section of a report could undoubtedly be produced on court order or on a subpoena duces tecum. In the event this occurs it is felt that the administrative section of a report becomes an instrument of self-protection for the Bureau. Should a judge order it produced in court the administrative section would clearly reflect that the Bureau is taking specific steps to protect innocent persons against defamation, gossip and rumor. Continuing the above thought that the administrative section of a report is not proof against its being subpoenaed it is felt that caution should be taken to insure that the administrative section of a report does not become a receptacle for all kinds of confidential information which should not be made available to persons outside the Bureau. This section of the report also should not be used promiscuously to furnish information to the Bureau.

The use of the administrative section of a report applies primarily to security-type and applicant-type investigations and does not, generally speaking, present any particular difficulty when applied to criminal-type investigations. However, the administrative section is of value in criminal reports in certain circumstances where information is secured which properly

WCH:AVM
 COPIES DESTROYED
 270 JAN 21 1965

RECORDED - 63

EX-123

APR 20 1951

1091
 [Handwritten signatures and initials]

Director, FBI

January 30, 1951

Re - Report Writing

could not be disseminated, yet should be recorded for the Bureau's information, as well as for that of the reporting office.

An illustration of this use of the administrative section in reports in criminal-type cases is a Civil Rights and Domestic Violence matter in which information is sometimes obtained of an Internal Security nature relating to the victim or victims involved, which information does not necessarily apply to the Civil Rights investigation itself but is important. Evaluating the authenticity of the allegation and the source from which the complaint originated in such information is properly incorporated in the administrative section of reports.

The supervisors generally were of the opinion that existing rules regarding report writing and the administrative section of reports specifically should be carefully reviewed. There is a danger under our present practice that the Bureau could be accused of editing the results of its interviews to the point where information of actual pertinence to the subject or subjects of an investigation does not appear in the report proper. This is particularly true in security and applicant-type investigations. Care must be taken to insure that the Bureau is not accused of sitting in judgment as to what should be considered pertinent. It was pointed out that the primary objective in most types of applicant cases is to determine the character, loyalty and associates of the applicant. In character investigations, reputation is of primary concern. Reputation, however, may be "only the speech of the people" and not subject to documentary or legally admissible proof required by our present rules. For example, an applicant in a Voice of America case may be loose morally, or even a pervert. Neighborhood investigation might reflect this but to find anyone who will admit immoral conduct with the applicant might be impossible or embarrassing. Technically, in the absence of such confirmation, such information could be regarded as gossip and therefore could not be included in any report submitted.

It is suggested in the details of a report we include exactly what informants tell us and have the report reflect our efforts to prove or disprove the information, rather than omit from the report what might be pertinent information to the employing agency. A similar

Director, FBI

January 30, 1951

Re - Report Writing

suggestion was made that we adhere as closely as possible to the language of the informant, quoting him if necessary. Such action in many instances might result in injecting the informant's feelings, beliefs or prejudices into the report but will give an insight into the weight to be given to his statements.

With respect to the observation made that with the present method of report writing, more time is required to prepare this type of report, it was generally felt that any improvement in report writing necessarily involves a certain loss of time for initial study, understanding, and crystallization of procedure. An Agent must spend the necessary time to analyze and organize his information and this time is definitely well spent. A major waste of time in connection with the writing of our present reports results from an improper understanding, a poor analysis, and a faulty job of report writing. Thereafter, it is a great waste of supervisory, agent and stenographic time in reworking and rewriting the report. It is felt that this is not the fault of the system but a fault of the dictating agent.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 30, 1951

FROM : SAC, Newark

SUBJECT: REPORT WRITING

Rebulet January 22, 1951 to New York, cc's to other SACs, requesting suggestions for the possible modification of report writing rules and regulations.

It is suggested that present requirements calling for the separation of the results of investigation into an investigative section and an administrative section in reports be discontinued, and that the results of investigation be reported in the future in the "Details."

It is further suggested that in instances where it becomes desirable to furnish something in way of an explanation that material is unverified, a brief appropriate statement be made in the same paragraph in which the unverified material is reported or in a separate paragraph, in order to properly describe this material for the benefit of outside individuals or agencies to whom the report will be disseminated in the future.

Confidential Informants could be listed in a separate memorandum to be distributed to the Bureau and interested offices. Undeveloped leads should be a portion of the report. In the event a report must be produced in court under a Subpoena Duces Tecum, the administrative section would have to be produced as well as the investigative section. In reports with investigative and administrative sections, we are separating the wheat from the chaff, and we would also be doing this in the suggested type of report.

Advantages:

1. Time in the marshalling of facts and dictation of the report would be saved.
2. Only one set of reporting rules would exist instead of the numerous rules having to do with reporting such as we now have.
3. We would still be earmarking verified and unverified material.
4. It would not be necessary to detach the administrative section of a report prior to dissemination.
5. We could not be accused of removing portions of the investigative report prior to dissemination.

COPIES DESTROYED
270 JAN 21 1965

SKM:dap

RECORDED - 63

X-123

66-2435-1092
APR 10 1951

65 APR 20 1951

ONE TWO

66-2435-1092
APR 10 1951
ONE TWO

6. We would be in the position of having reported the results of the investigation in one report.
7. Special Agents and particularly the large number of new Special Agents would have only one type of report to master instead of the numerous types we now use for different investigations such as Loyalty of Government Employees, Espionage, AEA-Applicant, Bureau Applicant, National Academy Applicant and general criminal investigations.
8. Conflicts would be avoided by differences in interpretations by different offices and the Bureau as to what should be included in the administrative section of a report and what should be included in the investigative section.
9. Supervisory time in reviewing the suggested type of report would be saved through the continuity which would exist in this report, instead of having to first review the investigative section and thereafter review the substantial qualifications of the investigation which are set forth under the heading of Administrative Data.
10. Outside agencies receiving only the investigative section of a report, as at present, will notice apparent loopholes in the investigation, since they do not have benefit of the section containing Administrative Data.
11. Names of individuals would be included in reports which are now included only under the heading of Administrative Data. However, it is pointed out that in proper answer to a Subpoena Duces Tecum, both the investigative and administrative sections would have to be produced.
12. Potential embarrassment to the Bureau for reporting unverified data would be substantially no greater in the case of the suggested type of report than it would under the present type of report.
13. The danger would not exist of bits of paper remaining under the staples after the administrative pages had been removed which would bear mute testimony to persons receiving such copies of reports that pages had been removed.

Disadvantages:

1. Unverified information would not be labeled under the heading "Administrative Data" but would simply be described at various points throughout the report in appropriate language.
2. Investigative personnel would have to be reeducated as to reporting procedures.

It is noted that shortened reports of the "briefed type" such as are now submitted in applicant cases could still be used, with brief language and conciseness being controlled by individual agents and supervisors.

Federal Bureau of Investigation
United States Department of Justice
Seattle 4, Washington
January 31, 1951

DIRECTOR, FBI

RE: REPORT WRITING

Dear Sir:

ReBulet 1/22/51 to New York, a copy of which was furnished Seattle and a number of the other offices. This letter requested that I furnish my views concerning the present procedure of preparing investigative reports.

I have never felt that our present procedure of splitting our reports into an investigative and an administrative section would avoid the production of both sections of the report into court if the issue were ever raised. I have always felt, however, that this method could possibly, at least in some cases, avoid the introduction of the material in the administrative part of the report. In spite of what seems to me an ineffective procedure, I think that our present method of splitting the report is warranted on the chance that it may provide us with some protection for our reports. I also feel that the organization of the reports into the two sections has a healthy effect upon the Agents preparing such reports. I believe they have taken greater pains in the preparation of their reports since they have felt that they may be admitted into open court at some future date. This factor alone I believe warrants the continuation of our present procedure of splitting of reports into the two sections.

It seems to me that the notation we put on our reports to the Armed Forces agencies and others indicating that they are the property of the FBI and are only loaned should provide us some protection from a subpoena duces tecum being productive when served upon such agencies. Apparently, also, the courts would uphold non-compliance in the event a subpoena duces tecum were served on a Special Agent in Charge, as they have done recently in Chicago. The whole problem, therefore, seems to me to boil down to what action would be taken by the Attorney General in Washington. Since it appears that he is in legal custody of our files, the splitting of our reports by any method which we might devise would still not be a bar to their introduction. On the other hand, if the Attorney General would refuse to comply with a subpoena duces tecum directed to him or would instruct the Director not to comply with such a subpoena served on him, it would appear that our files would be inviolate regardless of whether we had an administrative section or not.

In conclusion, therefore, I believe that we should continue our present method for what I believe is the healthy effect it has had on our report writing and because I believe that any other method trying to protect the

COPIES DESTROYED

270 JAN 21 1965

AIR MAIL

65 APR 19 1951

RECORDED - 63

66-2425-1093

BUROSH, PAT
BY: GED T. ESTER

SAC, SEATTLE
January 31, 1951

material in the administrative section would only be effective so long
as the Attorney General refused to permit the introduction of our files.

Very truly yours,



J. R. HOOK
SAC



United States Department of Justice
Federal Bureau of Investigation

Boston, Massachusetts

IN REPLY, PLEASE REFER TO

FILE No. _____

February 1, 1951

Director, FBI

RE: REPORT WRITING

Dear Sir:

Reference is made to Bulet to New York dated 1/22/51, copy of which was designated for my personal attention, requesting my views with reference to changes in the present system of report writing.

It is believed the present system of report writing has proved exceptionally beneficial and valuable, particularly in the preparation of reports in the Internal Security classifications.

In most instances, information set forth in the administrative section of a report would necessarily be submitted to the Bureau by a separate letter, and by setting forth this information in the administrative section of the report, dictating and filing time is saved, and from a supervisory standpoint, we are assured the investigative and administrative material is reviewed and considered at the same time.

In reports on criminal and applicant cases, in many instances it is unnecessary to prepare an administrative section of a report, and in those instances where an administrative section is prepared, the advantages set out above result.

It is true that more time was required to prepare the present type of report when this system of preparing reports was initially adopted, but at the present time all Agents are familiar with this type of report writing and little if any additional time is required to prepare these reports.

Inasmuch as we designate the administrative pages as an administrative section of a report there is a possibility of this data being made a matter of public record in answer to a subpoena duces tecum calling for the production of the report. If, however, we designate the administrative pages as an administrative memo which is submitted with, but not stapled to the report, and do not consider it a section of the report, there could be no basis for the production of this material under a subpoena duces tecum for the production of the report.

DEFERRED RECORDING
FEB 5 1951

RECORDED - 63

EX-123

COPIES DESTROYED

270 JAN 21 1965

EJM:MP

APR 20 1951
2/20/51
EJM/MP

66-1094
4-2
10
FEB 2 1951
Clerk

Director, FBI

February 1, 1951

It is believed, therefore, the present system of report writing is desirable and should not be changed and consideration should be given to the advisability of making such designations that administrative matter would not be considered a section of a report.

Very truly yours,

J.E. Thornton
J.E. THORNTON
SAC

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 2/1/51

FROM : SAC, Pittsburgh

SUBJECT: REPORT WRITING

Reference is made to your letter dated January 22, 1951, in connection with the above entitled subject matter.

As far as reports on criminal cases are concerned, I have never been in accord with the present practice of report break-up. In the event that some matter of a highly confidential nature with no direct bearing on the successful prosecution of the case is developed, this, as in the past, could very well be sent to the Bureau under Personal and Confidential cover, and this of course should not go into the case file. For the most part, the information now appearing in administrative details, if important enough to include in such a sub-division, is of sufficient relevancy to appear in the narrative. Under the present practice, investigative reports in criminal cases lack a definite continuity, and it is my observation that considerable time will be saved if we revert back to the practice of reporting as we did in the past in all criminal cases.

When, and if, a case is ready for prosecution, a prosecutive summary containing the pertinent facts of evidentiary value can be prepared following a thorough review of the file. The preparation of reports in cases broken down as they now are is even for the most experienced Agent a time-consuming undertaking resulting in a need for much more than average supervision and correction attributable to a difference of opinion on the part of the reporting Agent and the interpretation given by the supervising official. If, during the course of criminal investigations, information is developed which is such that if included in the report, might cause subsequent embarrassment to the Bureau, this certainly could be avoided in the manner described above by resorting to the use of a personal and confidential letter with no reference being made to it in the substantive file. In the event the file is required to be produced at a later date, such information is not disclosed or made evident.

It is suggested, therefore, that the present practice ~~FBI reporting~~ in criminal cases be discontinued.

I think this is equally true with respect to Internal Security and Espionage cases, since in investigations of this type we have a dual purpose of gathering intelligence information and also gathering information looking toward ultimate prosecution of the case. Therefore, there is always a likelihood that in cases of this nature the file in its entirety would be subject to subpoena in a court of law, and administrative sections filed in the file and part of it would serve no purpose in being separated from the report proper, and would, of course, be subject to scrutiny. Our explanation at the

EAS:LBV

RECORDED - 63

EX-123

FEB 6 1951

1095

Letter to the Director
From PG, 2/1/51

Re: REPORT WRITING

time would be that the material appearing in the administrative section was either hearsay, not susceptible of proof, or general intelligence information having no bearing on the possible prosecution of the case. The fact that it was concealed from the principal part of the report and "tabbed" as administrative tends to give rise to the suspicion that we are concealing something; whereas, if written into the body of the report, the same explanation would be equally applicable and avoid this likelihood. It is recognized that considerable dissemination is given to reports of this nature, but for the most part this dissemination is to other intelligence agencies of the Government who are in a position to recognize and evaluate intelligence information appearing in such reports for what it is worth. It is for this reason that I see no particular value in continuing the present practice with respect to this type of case.

I feel that the present practice should continue insofar as it relates to applicant cases that we are now handling for numerous other governmental agencies, and particularly the loyalty type investigation, since it is less likely that this type of file, the contents of which are usually handled by other executive branches of the Government, would be subjected to subpoena. But the real danger in this type of case arises with various boards and personnel officers endeavoring to defend the employee and looking for justifiable loop-holes on which to accuse the Bureau of reporting extraneous material. Too great a danger exists in having these many reports contain a full narrative of investigation, and it is believed most desirable that the present practice insofar as it relates to this type of case be continued.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

FROM : SAC, Los Angeles

SUBJECT: REPORT WRITING

DATE: February 2, 1951

Re Bulet January 22, 1951, to the SAC at New York, cc Los Angeles, concerning the matter of breaking up reports into the investigative and the administrative sections.

I feel that the administrative section, or at least administrative pages, should be retained, but that the rules covering the material to go into the investigative section of the report should be considerably liberalized. It is true that it takes more time to prepare a report under present requirements than it formerly took, but it is felt that present Bureau reports are better than they have ever been by reason of the thoroughness and the complete documentation needed in order to prepare them properly. It is felt that this same thoroughness and documentation can be retained with a liberalization of the contents of the investigative section. This, no doubt, would result in some decrease in the amount of agent time used in preparing reports, and in considerable saving of supervisory time in approving the reports inasmuch as, under the present system, supervisors have to send many reports back for retyping where in their judgment the agent erred in placing material in the investigative section which belonged in the administrative section, and vice versa.

Under the present system of report writing, it is frequently difficult to present a full picture of a subject to an outside agency because much material which does have some bearing on him has to go into the administrative section because it cannot be definitely proven. Some of the material going into the administrative section would be of benefit to the United States Attorney in the trial of criminal cases for purposes of cross-examination.

The problem in a Security case of giving agencies such as INS complete information which would be of assistance to them is raised by such matters as a surveillance of a known Communist Party meeting at which an agent sees an unidentified man leave a particular automobile and go into the house in which the meeting is being held. The agent takes down the license number of the car and finds it is registered to the subject of an investigation in which INS or some other agency is interested. It is true that the agent could not testify that the subject was the individual who left the automobile and participated in the meeting, but if a series of such events and if materials coming as a result of mail covers, etc., could be made available to these agencies in proper form so that they clearly understand the nature of the information, it is believed that

COPIES DESTROYED
270 JAN 21 1965

JCE:KHE
AIR MAIL

RECORDED - 63

EX-123

EX-123

1096

REPORT WRITING

considerable benefit would accrue to those agencies in their handling of these subjects. If the information is accurately stated and properly documented, it is unlikely that undue significance will be attached to the information by outside agencies which receive these reports. It is felt that the emphasis should be on accurate reporting and specific documentation rather than on keeping from other agencies materials which cannot be specifically proven.

It has been suggested that if reports should continue to be split into the two sections, arrangements should be made so that the administrative section could also be discriminated by prefacing that section with a standard statement such as, "The following section of this report has been separated from the preceding section to draw attention to the fact that data contained in this section are at present unevaluated and that until the pertinency of the data is established no inference one way or another should be drawn from the information in this section." It is felt that some such statement would put the agency receiving the report on notice that the information has not been proven to be pertinent to the subject under investigation.

On the other hand, it is suggested that such data as will cover contacts, surveillance contacts, etc., could be set out under the investigative section in such a way that the reader is placed on notice that the pertinency of the contact has not been proven.

It is felt that there will always have to be an administrative page or administrative section in which strictly administrative matters can be noted. An administrative page, for example, is very necessary in Internal Security cases in order to make comments regarding S.I. cards or regarding materials which have been developed during an investigation but which cannot at present be disseminated.

A liberal interpretation has to be taken as to what is to be placed in the investigative section of a criminal case report in order that the United States Attorney will have full and complete facts concerning the subject. In criminal cases it is frequently possible for the United States Attorney to get into the record evidence which an agent might feel is improper and place in an administrative section where it would not be available to the attorney. On the other hand, there are investigative techniques and office administrative procedures which should be recorded in the report, and an administrative section is necessary for this purpose.

REPORT WRITING

In summary, it is felt that it is wise to provide for the investigative and administrative sections in reports with the provision that all information going into the investigative section must be accurately reported and thoroughly documented so that there is no misunderstanding on the part of any person reading the report as to the source and nature of the information, and that the administrative section be used for recording that information which obviously is of importance only to the Bureau.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

FROM : SAC, New York

SUBJECT: REPORT WRITING

DATE: 2/3/51

Rebulet 1/22/51 wherein the Bureau requested views of this office in the matter of changing the rules relating to report writing.

A survey of this office shows that the men writing Loyalty reports and applicant type reports consider the present method as perhaps the most feasible method of report writing that we have yet devised. The same observations have been made by the supervisor and men writing reports on Key Figures and Front organizations. The Accounting Section has indicated it has found advantages in the use of the present system of report writing, especially the use of the administrative section. In general, it is felt that in criminal cases there is no need to break the reports into two sections.

In many of the Espionage investigations and Major Internal Security investigations, the whole report is an Administrative report. No problem is presented, therefore, because at the time the first report is written which will be disseminated, it is necessary to prepare either an investigative or prosecutive summary report. There have been some cases, such as the ANNA ROSENBERG case and the LATTIMORE case where the Bureau relaxed the report writing instructions for very cogent reasons. Whenever such instances arise, the Field may request or the Bureau may initiate instructions which will fit the given case. Such complicated cases arise infrequently and can best be handled by a specific exception.

This office would like to point out that the big problem today is not whether or not a report is going to be broken into two sections, but rather, are we going to be able to keep reports and even entire files out of evidence. It is not felt that we will be able to keep them out of evidence by breaking them into two sections or even more. The courts have gone so far, it would appear, that, not only the reports but also entire Bureau files may be subject to scrutiny by the defense. Justice Learned Hand, in the Court of Appeals decision in the JUDITH COPLON case, stated, "In United States vs ANDOLSCHEK, we held that when the government chose to prosecute an individual for a crime, it was not free to deny him the right to meet the case made against him by introducing relevant documents, otherwise privileged. We said that the prosecution must decide whether the public prejudice of allowing a crime to go unpunished was greater than the disclosure of such 'State Secrets' as might be relevant to the defense. To this, we adhere. Few weapons in the arsenal of freedom are more useful than the power to compel a government to disclose the evidence on which it seeks to forfeit the liberty of its citizens."

COPIES DESTROYED

270 JAN 21 1965

WMW:MFB

RECORDED - 63

EX-123

1097

WMW:MFB
Letter - Dir.

2/3/51

In summary, this office feels:-

(1) The present system of report writing will not necessarily prevent the disclosure of material in the administrative section in open court or, for that matter, any material in any Bureau file. Under the law, as it seems to stand today, it is doubted that any system could be devised to accomplish such a purpose.

(2) The present system of report writing, in general, has been found to be advantageous in such type cases as Loyalty, Security Matter, and Applicant cases. Where exceptions are necessary in Espionage and Internal Security cases, specific Bureau approval should be requested.

(3) In the General Criminal type cases, it has not been found to be of any particular burden or particular advantage.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI - AIR MAIL

DATE: 2-3-51

FROM : SAC, San Francisco

SUBJECT: REPORT WRITING

ReBulet 1-22-51 captioned as above addressed to the New York Division, with copies to this division, requesting to be furnished with any views I might have as to whether changes should now be made in the rules of report writing, especially with regard to the Administrative Section.

It is my opinion, as well as that of the supervisors of this division, that the present rules of report writing are satisfactory.

You may be assured that in the event this division has any observations in this regard in the future, the Bureau will be kept promptly and fully advised.

HMK:emb

RECORDED - 63

EX-123

1098

APR 20 1951

TWO

99999

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI
 FROM : SAC, Chicago
 SUBJECT: REPORT WRITING

DATE: February 6, 1951

ReBumemo January 22, 1951. In consideration of the reference memorandum I have conferred with the various supervisors in the Chicago Office, and it is the general consensus of opinion that we should revert to the system of report writing which was utilized prior to the issuance of Bureau Bulletin No. 34, Series 1949, dated July 8, 1949, and thus eliminate the administrative section of reports.

Under the present system of report writing it is considered that perhaps we are not fully disseminating all information to authorized outside agencies to which they are entitled, inasmuch as the present regulations call for placing certain information in the administrative sections of reports, which it is believed could be more properly and should more properly be incorporated in the main body of the report, thus making it available to the duly authorized agencies outside of the Bureau. As examples of such situations, there are cited these circumstances:

1. Information concerning contacts of subjects where the Bureau has not yet established the relationship between the subjects and their contacts;
2. Information concerning the moral character of a subject. In certain instances it is considered that this would be of particular interest to the Armed Services since to these Services the moral character of an individual is of vital interest in connection with their recruiting program and procedures;
3. Information concerning an individual by the same name as the subject where there is every indication that such person is in fact the subject. It is impossible at times to prove activities of and information concerning individuals who bear the same name as the subject, and even where possibly it would require such extensive investigation that exclusive Agent time would not be warranted.

When the source of information is clearly shown in the report, an outside agency would have the benefit of information under the suggested report form and would be allowed to draw its own conclusions. If the subject were interviewed by such an agency, it would permit that agency to question the individual regarding such matters.

COPIES DESTROYED

270 JAN 21 1965

61 APR 20 1951

RECORDED - 63
EX-123

APR 10 1951

5

DIRECTOR
2/5/51

REPORT WRITING

Certain instructions with regard to report writing under the present system should certainly be retained, such as,

1. Clearly showing the source of information;
2. Setting forth the date on which such information was obtained;
3. Setting forth in the details of the report the identity of the Agent, and such identity should be shown;
4. Characterizing individuals and organizations in a report where such is possible;
5. The protection of informants by use of T symbols and the setting forth of the reliability or the unreliability of such informants.

As was pointed out by the Bureau in its reference memorandum, the present system of report writing does not eliminate the possibility of having the administrative section of a report made a matter of public record in answer to a subpoena duces tecum. I believe that consideration might be given to a revision of our method by calling attention to the outside agency the nature of Bureau reports. At the present time we advise such agency by affixing on the report the following:

"Property of the FBI

This confidential report and its contents are loaned to you by the FBI and are not to be distributed outside of the agency to which loaned.

This is an FBI investigative report and makes no recommendation for clearance or disapproval."

In lieu of the above stamped statement which we affix to reports at the present time, it is suggested that perhaps it might be better to have the first page of the report reflect the following statement in printed form, boldly displayed before the synopsis:

DIRECTOR
2/5/51

REPORT WRITING

"This is a confidential report and is the property of the Federal Bureau of Investigation. It has been made available to an agency authorized to receive such report and it is not to be distributed beyond such agency receiving said report without express permission of the FBI. The report reflects information which has been obtained as a result of a fact-finding investigation. The statements of any persons reflected herein are the statements of the individuals furnishing the information and are not the statements of representatives of the FBI conducting the investigation. The report makes no recommendation for clearance or denial of clearance to any person. Neither does it express any conclusions or opinions."

We have reviewed this matter carefully and the subjects which have been set forth above have been submitted with the thought of reducing the amount of Agent time necessary in preparing a report. It is believed that these suggestions would allow the placing of information in the main body of reports which we disseminate to outside authorized agencies which now we are putting in the administrative section of reports, and which information would doubtless be of great interest to outside agencies. With the statement appearing on the front page of the report, as suggested above, should the report fall into the hands of unauthorized individuals or come into the hands of the Court through the means of a subpoena duces tecum, the report would show on its face the conditions which formulated the report and that no recommendations have been made nor have any conclusions been formulated, but would show that all information contained in the report was submitted by individuals contacted by Agents of the FBI during the course of their official investigations.

GRM:MG

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

FROM : SAC, Cleveland

SUBJECT: REPORT WRITING

DATE: February 17, 1951

42410

ReBulet to New York of January 22, 1951 which asks the views of this and other offices regarding the present rules of report writing particularly with reference to the Administrative Section.

I have discussed this matter with our supervisors and the consensus of our opinion is that the present system of using the administrative page for certain confidential non-investigative data should be retained. It is felt that it continues to serve a very useful purpose which is outweighed by the comparatively small amount of time necessitated in its preparation. It is particularly valuable in security and applicant type reports, although of very little use in the matter of criminal investigation reporting and since it is seldom necessary to append an administrative page to this latter type of reports no problem is offered here. Accordingly, our people recommend that the administrative page continue to be used in any type case where indicated by the nature of the data being reported.

It does seem difficult to avoid the production of the complete report in any case in answer to a subpoena duces tecum; however, this difficulty might be alleviated by detaching all administrative pages at the Bureau to be placed in a separate sub-file, although it appears doubtful that the time needed to do this and also to fully identify each administrative page in the course of preparing the report in the field would warrant this procedure. In my own opinion it does not.

It is regretted that I did not comply with the Bureau deadline in preparing this answer; however, the incoming serial inadvertently became attached to the reverse of another file and was therefore misplaced for some days.

BJA:mmmm

RECORDED - 63

EX-123

EX-123

APR 20 1951

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. CLEGG *WJA*
 FROM : C. M. PONTIZ *JA*
 SUBJECT: REPORT WRITING

DATE: 2/20/51

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

BACKGROUND

The question of whether the present form of a report containing an investigative and administrative section should be altered or continued was raised in the Executives Conference. The matter was referred to the Joint Committee where contrary views were expressed. A survey of 12 offices was suggested and made.

The SACs of these 12 offices were asked to express their views as to whether any changes should be made in the rules concerning report writing, especially in connection with the administrative section of the report.

RESULTS OF SURVEYFAVORING CHANGE

Newark, Pittsburgh, and Chicago expressed their opinion that the rule whereby an administrative section of a report is prepared be revised. The reasons for this opinion are:

(Newark) A saving of time in preparation; simplification of rules; elimination of clerical functions; make unnecessary removal of portion of a report before dissemination; unverified material could be so described; all information would be in one report; training problem simplified; uniform interpretation; supervisory time reduced; agencies receiving copies would get all information; present system is no guarantee against production of administrative portion in answer to subpoena.

(Pittsburgh) Information which is irrelevant should not appear in a report but should be handled by a personal and confidential communication; saving of time in preparation and supervision; present system no guarantee against production by subpoena; other agencies receiving copies of report able to evaluate intelligence information. Pittsburgh believes present system should continue in applicant cases.

(Chicago) Authorized agencies to whom copies of reports are sent do not under present system get complete picture; present system no guarantee against production under subpoena.

Chicago suggests that in the event the rule is changed the first page of the report contain the following statement: "This is a confidential report and is the property of the Federal Bureau of Investigation. It has been made available to an agency authorized to receive such report and it is not to be

COPIES DESTROYED

270 JAN 21 1965

CMP:FMB

RECORDED - 63

APR 10 1951

NO APPROVAL

FY-123

C-10

1101

*Exec. Conf. Memo
 3/2/51
 3/2/51
 3/2/51*

Memorandum for Mr. Clegg

"distributed beyond such agency receiving said report without express permission of the FBI. The report reflects information which has been obtained as a result of a fact-finding investigation. The statements of any persons reflected herein are the statements of the individuals furnishing the information and are not the statements of representatives of the FBI conducting the investigation. The report makes no recommendation for clearance or denial of clearance to any person. Neither does it express any conclusions or opinions."

FAVORING RETENTION OF PRESENT RULE

Philadelphia, Washington, Baltimore, New York, Seattle, Boston, Los Angeles, and San Francisco. (Reply from Cleveland had not been received at the time of preparation of this memorandum.) *Cleveland favors retention.*

Reasons:

Makes necessary greater care in the preparation of reports. (Philadelphia, Baltimore, Washington, Seattle)

Guards against dissemination of information which for various reasons should not be disseminated. (Philadelphia, Washington, New York)

All offices with the exception of Seattle feel that the administrative section of the report would have to be produced under a subpoena duces tecum.

All offices agree that the present system creates no material problem in connection with criminal cases.

The offices favoring the retention of the present system feel that there is a definite advantage in connection with preparation of reports in security-type and applicant-type investigations.

While favoring the present system, Los Angeles suggests a liberalization of the rules governing the material to be included in the administrative section so that an agency to which a report is disseminated would get the complete picture.

New York points out that Judge Learned Hand, in his opinion in the Coplon case, stated that the Government was not in a position to deny the defendant the right to meet the case made against him by introducing relevant documents, otherwise privileged.

If Judge Hand's opinion represents the law as it is now, it appears that the reason for establishing rules whereby an administrative section would be included in a report fails.

RECOMMENDATION: Since the reason for the establishment of the rule requiring an administrative section as distinguished from an investigative section of a report was that it might be possible to prevent the production of the administrative portion of the report under a subpoena duces tecum, and since the law as it now stands would not permit this end, it is recommended that reports be prepared as an entity.

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

DATE: April 17, 1951

FROM : Joint Committee

SUBJECT: SUGGESTION NO. 668

EMPLOYEE: SA J. A. CARLSON

Seat of Government

SUBJECT: INITIALING OF DICTATION
BY SPECIAL AGENTSMEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
E. Scheidt

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

DeG...
5264

SUGGESTION:

Present rules provide that Agents shall read their dictated reports when they are available to do so in the headquarters city. This is for the purpose of improving the quality, phraseology and clarity of investigative reports.

The suggestion is that the existing instruction be extended to apply to other material such as letters dictated by Agents. It is stated that in many instances letters are submitted by field offices in lieu of reports.

JOINT COMMITTEE CONSIDERATION:

Unanimously unfavorable on the ground that the basic reason for the present rule as applied to investigative reports is to improve the quality of reports, copies of which are frequently sent to other Government officials. This same reason would not apply to letters. Even if letters are submitted in lieu of reports copies of such letters would not ordinarily be distributed outside the Bureau.

cc - Mr. Clegg
Mr. Mohr

RTH:VH

RECORDED - 66

INDEXED - 66

166-2435-1102
APR 24 1951

143

166-2435-1102

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: May 1, 1951

FROM : SAC, WFO

SUBJECT: REPORT WRITING*Investigative Reports*

Re Bureau Bulletin No. 16, Series 1951, dated April 20, 1951, which abolishes the Administrative Section of reports for reporting investigative information and re-institutes the reporting procedure in effect prior to the issuance of Bureau Bulletin No. 34, Section A, dated July 8, 1949.

Certain problems arise in the field in connection with the preparation of reports in accordance with the instructions contained in reference Bureau Bulletin. The purpose of this letter is to bring these problems to the attention of the Bureau and to offer suggestions for their solution for the Bureau's approval.

Bureau Sources

Attention is directed to SAC Letter No. 43, Section K, Series 1950, dated July 11, 1950. This section pointed out that information furnished by Bureau sources is given with the strict understanding that this information will not be disseminated by the Bureau to any other agency or person. This section continues that information from Bureau sources is not to be set forth in reports in individual cases except in a carefully paraphrased form by the office of origin and that this information is not to be used to identify individuals who are contacts of subjects in other investigations under any circumstances inasmuch as this would ultimately lead to information from this source being disseminated. This section continues that a temporary informant symbol number must be given to the source and in order to avoid dissemination, the information shall appear only in the Administrative Section of a report and in those instances in which the entire investigation is based on the allegation provided by a Bureau source, the entire report should be designated as Administrative.

The Bureau is, of course, aware that a substantial body of investigations in the field of Soviet espionage are based on information received from Bureau Source 5. In another instance, a number of investigations are being conducted with respect to the activities in this country of the Israeli Intelligence Service, which information has been furnished to the Bureau by Bureau Source 6. Strict adherence to the provisions of SAC Letter No. 43, Section K of Series 1950, will, of course, prevent the further preparation of reports in these cases under the provisions of Bureau Bulletin No. 16. The Bureau is, therefore, requested to advise if Bureau Bulletin No. 16 is intended to supersede the instructions contained in SAC Letter No. 43, Section K, Series 1950.

COPIES DESTROYED

ILWRO:BR 276 JAN 21 1965
66-2174
463

RECORDED - 81

INDEXED - 81

EX-121

66-2435-1103
MAY 2 1951
18

CC sent to Bureau for memo 5/8/51 - See Memo. - Sample - 5/16/51 - 5/16/51

*Bullman
Cowan*

Director, FBI
RE: REPORT WRITING

In the event Bureau Bulletin No. 16, Series 1951, is not intended to supersede the cited SAC Letter, it would appear that the results of further investigations in cases based on information from Bureau sources must, of necessity, be furnished to the Bureau and interested offices in memorandum or letter form.

I will offer an additional suggestion with respect to the procedure to be followed in handling investigations of this type elsewhere in this letter.

Confidential Informants

Bureau Bulletin No. 32, Series 1949, Section B, instructed that temporary symbols were to be given to all informants in all investigative reports. It instructed further that informants were to be designated as being of known reliability or of unknown reliability. In the latter instance, it was stated it would be proper on occasion to qualify the reliability of such an informant by referring in some manner to the fact that this individual held a responsible position or to otherwise qualify this informant in such a way as to allow a third party to exercise a certain amount of judgment in determining the probable reliability of the information furnished. Instances have occurred in which reliable informants have been contacted and were unable to furnish information with respect to a particular matter. In accordance with Bureau instructions, these negative contacts were reported in the Administrative Sections of reports. These instructions were issued since to report such information in the Investigative Section of a report tended to be misleading inasmuch as there was no indication as to why these particular informants were contacted or what reason they might have had for possessing the desired information. It is, therefore, suggested that in those instances in which confidential informants are logically contacted in investigations and are unable to furnish information regarding such matter under discussion, the field be permitted to qualify the statement that this informant is of known reliability with an additional statement to indicate why he might logically have been in possession of pertinent information. For instance, if a Polish informant is contacted regarding a Polish displaced person but is unable to furnish pertinent information, it is suggested that this informant be reported as follows: "Confidential Informant T- of known reliability, a former official of the Polish Government in exile. . . ." or with a similar statement which will assist a reader in establishing the logic and purpose of the contact with the informant.

Reporting Information Which the Bureau under Previous Instructions Had Submitted to the Field for Inclusion in the Administrative Sections of Reports

This office has received and has seen copies of correspondence to other offices within the recent past in which the Bureau has furnished certain

Director, FBI
RE: REPORT WRITING

information as investigative aids and which it has qualified by statements to the effect that such information was to be set out in the Administrative Sections of reports to be prepared by the offices concerned. Nothing in these letters indicated that this information was received from confidential Bureau sources, such as Sources 5 and 6 described above. It is presumed that this information at the time it was submitted to the field was designated for the Administrative Sections of reports under the regulations existing at that time. With the abolishment of Administrative Sections certain problems will arise in the field as to whether or not the particular information may be included in a purely investigative report. In some instances, the field may possibly be able to resolve this question by an analysis of the information. In other instances, it may be necessary to refer these matters back to the Bureau for a decision as to whether or not their inclusion in an investigative report is desired. It is suggested that the Bureau may desire to circularize its supervisory staff regarding this question and in those instances in which letters of the type described above have already been submitted to the field, the Bureau supervisory personnel may desire to issue instructions to the field immediately regarding the inclusion of such material in investigative reports.

Stop and Lookout Notices

Subsequent to the issuance of Bureau Bulletin No. 34, Section A, dated July 8, 1949, the field was advised that the placing and removal of Stop and Lookout Notices was an administrative procedure and that such data was to be included only in the Administrative Section of a report. Unless advised to the contrary by the Bureau, this office will interpret Bureau Bulletin No. 16, Series 1951, to mean that the previous regulation regarding the setting forth of information regarding Stop and Lookout Notices is rescinded and such information will hereafter be set out in the investigative details.

Control Cases and Intelligence Summaries

The Bureau is aware that in the Espionage and Internal Security fields a number of reports are prepared at regular intervals by various field offices in control cases, in certain broad espionage investigations and in intelligence investigations involving diplomatic establishments and personnel in the United States. It has been the understanding of this office that reports of this type are not disseminated. In accordance with Bureau instructions, such reports have been labeled as Administrative Reports. The Bureau is requested to advise whether the instructions contained in Bureau Bulletin No. 16, Series 1951, were intended to apply to reports of the type mentioned above.

Director, FBI
RE: REPORT WRITING

I refer again at this time to my comments regarding information from Bureau sources. There appear to be very definite advantages to the preparation of reports in complicated investigations, such as in the Sovme cases, rather than to have a file consist of an accumulation of letters and memoranda which would be difficult to review and unwieldy to handle. The Bureau may, therefore, desire to give consideration to the continuance of Administrative Reports in certain specified types of investigations, such as those based on information furnished by confidential Bureau sources, control files in major espionage investigations and intelligence files concerning the diplomatic establishments and personnel in the United States. It is understood, of course, that the Bureau's decision in this matter will rest upon the dissemination, if any, of reports of this type to other agencies.

The Bureau's instructions, comments and suggestions regarding the matters set out above are solicited.

copy;bw

SAC, Detroit

April 30, 1951

Director, FBI

TITLES OF REPORTS
SELECTIVE SERVICE ACT, 1948

Reurlet April 9, 1951, suggesting that the name under which a subject registered for Selective Service be carried as the last alias in the title, preceded by "Registered as", when the registration name differs from the true name of the subject as developed by investigation.

This suggestion is receiving consideration and, in the event it is adopted, appropriate instructions will be issued in the near future.

Your interest in forwarding this suggestion is deeply appreciated.

66-6200-25

HR:jjj

143
62 MAY 5 1951

10-11-68

Figure 1. The effect of the concentration of the *Agrobacterium* suspension on the transformation efficiency of *Agrobacterium* strains.

10 07, 1966

I am writing you to let you know that I have been thinking about you very much lately. I hope you are well and happy. I have been thinking about you very much lately. I hope you are well and happy.

[illegible]

2-20



STATES DEPARTMENT OF JUSTICE

~~CONFIDENTIAL~~

FEDERAL BUREAU OF INVESTIGATION BUREAU BULLETIN NO. 16
Series 1951

In Reply, Please Refer to
File No.

April 20, 1951

WASHINGTON 25, D. C.

(A) REPORT WRITING -- Conciseness - Most reports are too long. Conciseness without sacrificing clarity is needed. The Agent dictating or rough drafting a report should have the facts clearly in mind and properly marshalled.

Administrative Section Abolished for Reporting Investigative Information - Effective immediately the use of administrative pages to record information obtained by investigation is discontinued. In the future all information considered pertinent which should be reported should appear in the details. If there be information which for any special reason it is felt should not be included in the report, such information should be set out in a cover letter transmitting the report. This should be done when necessary but should occur on infrequent occasions. Letters shall include information which, if placed in a report, might cause embarrassment. For your information, in practically all types of investigations including Bureau Applicant cases, reports are now disseminated to other government agencies.

All of the factual data, evidence and uncorroborated information which is or may become pertinent to the investigation should be included in the report in logical sequence.

Unverified or uncorroborated pertinent information, rumor and gossip should be corroborated or verified where possible.

Rumor or gossip, which is pertinent to the investigation, shall be set forth in the details of the report. If not verified, it must be clearly described in the report as rumor or gossip. It must be attributed to its source and the reliability of the source must be indicated. This is to apply even in Applicant cases because it is felt that the employing agency should know of charges made against an Applicant even though the charges are not corroborated.

The procedure in reporting investigative information will be similar to that followed prior to Bureau Bulletin Number 34 (Section A), dated July 8, 1949, which established administrative pages as a part of the report.

The present rule concerning pages on which undeveloped leads appear is continued.

Administrative Pages of Report - The following information shall be set out on administrative pages: identity of informants; identity of Special Employees; name of the intelligence agency having the security responsibility for a vital facility where the subject of a Security case is there employed; whether an Atomic Energy facility has an interest in the subject matter of a Security-type case and, except in Applicant cases when it shall appear on the first page, the references. The references shall appear as the last item on the administrative or lead page when such is present, or on an added page, when necessary.

Very truly yours,

John Edgar Hoover

Director

166-2435 ✓
NOT RECORDED
133 APR 20 1951

374
62 MAY 2 1951

DECLASSIFIED BY SP-8 BJS/mrm
ON 3/17/83

ORIGINAL FILE IN 66-23-1117

Je

(B) INTERSTATE TRANSPORTATION OF GAMBLING DEVICES -- The following analysis of Public Law 906 of the 81st Congress prohibiting the transportation of gambling devices in interstate and foreign commerce has just been received by this Bureau from the Criminal Division of the Department and is being given to you for your immediate consideration.

Instructions with reference to the registration provisions of this statute will be furnished to you just as soon as these instructions are formulated and promulgated by the Criminal Division of the Department.

It will be necessary to prepare three copies of all investigative reports for the Bureau as one copy thereof will be designated for the Criminal Division of the Department. You are instructed to furnish a copy to the appropriate U. S. Attorney.

The analysis of the law as furnished to this Bureau is as follows:

ANALYSIS OF LAW:

This new law contains eight sections which will be discussed hereinafter in detail in order to furnish you the background information necessary for handling intelligently the violations which may be reported. Where doubt may exist, however, as to the meaning of the law in its application to a particular situation, you are instructed to discuss the matter fully with the U. S. Attorney and then to advise the Bureau immediately of the questions involved, and the opinion of the U. S. Attorney. Unless advised to the contrary by the Bureau in such situations, you should be guided by the advice of the U. S. Attorney.

**ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED**

DATE 3/17/83 BY SP-8 BJS/DM

66-2435-✓
NOT RECORDED

45 APR 4 1951

318
59 APR 6 1951

Original copy filed in 66-2435-1115

Section 1

Section 1 sets out the definitions used in the law and for your guidance is being quoted in full as follows:

"(a) The term 'gambling device' means --

(1) any so-called 'slot machine' or any other machine or mechanical device an essential part of which is a drum or reel with insignia thereon, and (A) which when operated may deliver, as the result of the application of an element of chance, any money or property, or (B) by the operation of which a person may become entitled to receive, as the result of the application of an element of chance, any money or property; or

(2) any machine or mechanical device designed and manufactured to operate by means of insertion of a coin, token, or similar object and designed and manufactured so that when operated it may deliver, as the result of the application of an element of chance, any money or property; or

(3) any subassembly or essential part intended to be used in connection with any such machine or mechanical device.

(b) The term 'State' includes Alaska, Hawaii, Puerto Rico, the Virgin Islands, and Guam.

(c) The term 'possession of the United States' means any possession of the United States which is not named in paragraph (b) of this section."

In the consideration of this law by the Congress prior to its passage, the House Committee on Interstate and Foreign Commerce stated that it was the purpose of the Committee in adopting the above definition of a gambling device to exclude pinball machines and similar amusement machines as well as certain machines and devices used, for instance, at carnivals and livestock shows. Paragraph 1 of the definition deals with slot machines, and according to the Congressional Committee slot machines come within the definition of a gambling device whether or not they are equipped mechanically to deliver any money or property. It will be noted that a slot machine is distinguished in the definition as a machine which employs a drum or reel with insignia thereon.

Paragraph 2 of the definition includes machines or mechanical devices other than slot machines. Such machines, to come within the definition of a gambling device, must be operated by means of a coin or token and may as the result of an element of chance deliver money or property. Subassemblies or essential parts intended to be used in connection either with slot machines or the second classification of gambling devices are also included within the definition of a gambling device.

Section 2

This section prohibits the transportation of any gambling device to any place in a State, the District of Columbia, or a territory or possession of the United States from any place outside of such State, the District of Columbia or a territory or possession. It is provided, however, that this prohibition is not applied to transportation of any gambling device to a place in any state which has enacted a law providing for the exemption of such State from the provisions of this section, or a place in any subdivision of a State if the State in which such subdivision is located has enacted a law providing for the exemption of such subdivision from the provisions of this section.

Section 3

Section 3 requires manufacturers of and dealers in gambling devices to register with the Attorney General. In addition, each manufacturer and dealer is required to file monthly, for the preceding calendar month, an inventory and a record of his sales and deliveries. The records are to show the mark and number identifying each article, together with the name and address of the buyer or consignee thereof, and the name and address of the carrier. It is provided that duplicate bills or invoices, if complete in the foregoing respects, may be used in filing the record of sales and deliveries.

Every manufacturer and dealer is required to mark and number each gambling device so that it is individually identifiable. In case of sale, delivery or shipment of a gambling device in unassembled form, the manufacturer or dealer is required separately to mark and number the components of each gambling device with a common mark and number as if it were an assembled gambling device. The sale, delivery, or shipment of any gambling device which is not marked and numbered for identification is illegal. It is further unlawful for any manufacturer or dealer to manufacture, recondition, repair, sell, deliver, or ship any gambling device without having registered as required by this section or without filing monthly the required inventories and records of sales and deliveries.

To carry out the provisions of section 3, registration and filing of monthly reports, the Criminal Division of the Department has indicated it intends to issue an order requiring that (a) all manufacturers of and dealers in gambling devices having places of business in the State of Illinois will be required to register and file monthly reports with the Attorney General at the office of the U. S. Attorney, Room 450, 219 South Clark Street, Chicago, Illinois, and (b) manufacturers and dealers having places of business in States other than the State of Illinois will be required to register with the Attorney General at Room 3524, Department of Justice, Washington, D. C.

Section 4

Section 4 requires that all gambling devices and all packages containing such devices when shipped or transported, shall be plainly and clearly labeled or marked so that the name and address of the shipper and of the consignee, and the nature of the article or the contents of the package, may be readily ascertained on an inspection of the outside of the article or package.

Section 5

Section 5 makes it unlawful to manufacture, recondition, repair, sell, transport, possess, or use any gambling device in the District of Columbia, the Territories and possessions of the United States, or on any lands reserved or acquired for the use of the United States and under the exclusive or concurrent jurisdiction thereof or within Indian country.

Section 6

Section 6 provides that whoever violates the provisions of sections 2, 3, 4, or 5 of this act shall be fined not more than \$5,000 or imprisoned for not more than 2 years, or both.

3-23-51

BUREAU BULLETIN NO. 12
Series 1951

Section 7

Section 7 makes applicable the provisions of law relating to seizure and forfeiture for violation of the customs laws with respect to the seizure and forfeiture of gambling devices transported, delivered, shipped, manufactured, reconditioned, repaired, sold, disposed of, received, possessed, or used in violation of the provisions of this act. The provisions of the customs laws are likewise applicable with respect to disposition of seized gambling devices, the remission or mitigation of forfeitures of such devices, the compromise of claims and the award of compensation to informers in respect of such forfeitures.

The duties imposed by the customs laws upon the collector of customs with respect to the seizure and forfeiture of vessels, vehicles, merchandise, and baggage, are to be performed with respect to gambling devices by such officers, agents, or other persons as may be designated for that purpose by the Attorney General.

At the present time the Department has under consideration the various problems relative to seizure and forfeiture of gambling devices as provided for by section 7 of the Act and appropriate instructions will be issued as soon as the Department has advised the Bureau of the determinations and policies decided regarding this matter.

Section 8

Section 8 contains a severability clause providing that if any provision of this act or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the act which can be given effect without the invalid provision or application.

VIOLATIONS:

A number of violations are possible under this law, including the principal ones enumerated below:

- (1) knowingly transporting a gambling device to any place in a State which has not specifically exempted the place by statute from the operation of this law.
- (2) failure of a manufacturer or dealer to register as such with the Attorney General, or to file a monthly record of inventory and sales and deliveries, or to fail to mark and number each gambling device or component part so that it is individually identifiable, or to sell or ship a gambling device not so marked or to repair any gambling device without having registered as required.
- (3) failure to repair or mark a gambling device, or the package containing it for shipment, with the name and address of the shipper or consignee, and the nature of the contents.
- (4) the possession, use, sale, manufacture, or repair of a gambling device in the District of Columbia, in any possession of the United States, within the Indian country, or within the special Maritime and Territorial jurisdiction of the United States.

The penalty for any of the above violations is a fine of not more than \$5,000 or imprisonment of not more than two years, or both.

Under Title 18, U. S. Code, Section 2, (Principals) anyone causing the transportation, etc., of gambling devices or the violation of any of the provisions of this law would also be guilty as a principal. The definition of the Indian country as used in the Act is found in Title 18, U. S. Code, Section 1151, and the special Maritime and Territorial jurisdiction of the United States is defined in Title 18, U. S. Code, Section 7.

POLICY:

There is widespread public interest at this time in gambling and the operation of slot machines. Complaints received alleging violations of this Act must therefore receive thorough, continuous and expeditious attention. It is permissible hereafter to institute investigation of such alleged violations without prior Bureau clearance. The Bureau should be immediately advised, however, of all investigations under this new law and where doubt may exist with regard to matters of policy and procedure, the Bureau should be consulted.

After the facts have been developed in a particular case indicating a possible violation the appropriate United States Attorney should be consulted for his opinion as to prosecution.

Very truly yours,

John Edgar Hoover

Director

Office Memorandum • UNITED STATES GOVERNMENT

TO : *R* Mr. Rosen
 FROM : Mr. *Callahan*
 SUBJECT: REPORT WRITING

DATE: April 11, 1951

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Belmont _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

The proposed bulletin typed April 11, 1951, has been reviewed and in its present context would change the placing of the reference in an investigative report from the first page to an administrative or lead page except in Atomic Energy Applicant cases, in which cases the reference would remain on the first page.

There is no reason why the reference should not continue to remain on the first page in all applicant type cases and it is, therefore, suggested that the last paragraph of the bulletin be revised to read as follows:

"The following information shall be set out on administrative pages: identity of informants; identity of Special Employees; name of the intelligence agency having the security responsibility for a vital facility where the subject of a Security case is there employed; whether an Atomic Energy facility has an interest in the subject matter of a Security-type case. In applicant type cases the reference shall continue to be placed on the first page in accordance with present procedure. In other types of cases, the reference shall appear as the last item on the administrative or lead page, where such is present, or on an added page, where necessary."

GCC:MMW *mmw*

RECORDED - 117

66-2435-1104

MAY 4 1951

34

EX-86

END TWO

73
 406 MAY 15 1951

10000 Bulletin #1
12 1951

(D) TITLES OF REPORTS - SELECTIVE SERVICE ACT, 1948-- In effecting registrations under the Selective Service Act of 1948, fictitious names may be used or the registrant's name may be incorrectly spelled. When the subject's true name is disclosed by investigation, it should thereafter be carried as the first name in the title of reports and communications and the name under which subject is registered should be carried as an alias and preceded by the words "Registered as."

5-4-51

BUREAU BULLETIN NO. 18
Series 1951

- 2 -

In some instances, there will also be additional aliases, and the registration name will thereby be obscured. Inasmuch as the registration name is the name appearing in the Selective Service file and records, it is desirable that it be readily distinguishable in the title of reports and communications.

Accordingly, in such instances, the registration name should be the last alias listed in the title and should be preceded by the words "Registered as."

Example: JOHN DOE, with aliases
John Dow, Jack Dough,
Registered as Richard Row -
Selective Service No. 1-2-22-365

ORIGINAL COPY FILED IN

NOT RECORDED

42

MAY 12 1951

(K) TRANSMITTAL OF MAIL TO ARMED SERVICES INTELLIGENCE AGENCIES -- Recently an Air Provost Marshal of an Air Force Base called the attention of the Department to the fact that a Bureau field office was forwarding by regular mail copies of investigative reports in an envelope bearing the classification "Confidential." This action was taken since Air Force security regulations provide that confidential material is to be forwarded by registered mail only. Although the Bureau is not bound by the security regulations of other agencies, the following instructions are being issued to avoid a possible repetition of this incident.

In the future it is desired that communications emanating from field offices and directed to the Armed Forces intelligence agencies by mail should be enclosed in two envelopes -- the inner envelope marked confidential and the outer envelope bearing the same address but with no confidential classification appearing thereon.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE _____ BY SP8 Bjt/dug

NOT RECORDED
42

ORIGINAL COPY FILED IN

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: April 14, 1951

FROM : L. N. CONROY

SUBJECT: REPORT WRITING

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Belmont _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

Reference is made to my memorandum dated April 9, 1951, a tickler copy of which is attached, and to the attached draft dated April 11, 1951, of a proposed Bureau Bulletin.

R. H. Egan, Loyalty Section; M. E. Torrens, Internal Security Section; [] Espionage; and the writer, Correlation-Liaison Section, are all in agreement with the proposed Bulletin, as revised, with one exception.

The original Bureau Bulletin, prior to revision, contained the following statement in the second sentence of paragraph 2, page 1: "In the future all information considered pertinent which should be reported should appear in the details."

In my memorandum dated April 9 it was recommended by Agent [] that the above sentence be changed to read, "In the future all pertinent information and information which it is believed may become pertinent in the future should appear in the details."

A review of the revised Bulletin dated April 11 reflects that the sentence in question was not changed from the previous Bulletin, as recommended. In fact, no change whatever was made concerning that item. The reasons for wanting this change made are set forth in my memorandum dated April 9. All representatives of the Security Division are of the opinion that the change should be made.

ACTION:

It is recommended that the second sentence of paragraph 2, page 1, of the proposed Bulletin dated April 11, 1951, be changed to read as follows: "In the future all pertinent information and information which it is believed may become pertinent in the future should appear in the details."

Attachments

LNC:arm

RECORDED - 117

166-2435-1105

MAY 4 1951

34

EX-86

62 MAY 15 1951

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

FROM : The Executives Conference

SUBJECT: REPORT WRITING.

DATE: March 28, 1951

Tolson	
Ladd	
Clegg	
Glavin	
Nichols	
Rosen	
Tracy	
Harbo	
Belmont	
Mohr	
Tele. Room	
Nease	
Gandy	

The Executives Conference on March 27, 1951, consisting of Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Sizoo, Nichols and Clegg, considered the suggestion raised in the Executives Conference sometime previously that the present practice of dividing investigative reports into two sections, (1) investigative and (2) administrative, be discontinued.

You will recall that following the criticism of reports made public in the Coplon case and because of criticisms which have been made on occasions by Government agencies as to the contents of Bureau reports, a change of procedure was adopted to provide that unverified and uncorroborated rumor and gossip and other data which might not be pertinent would be placed in an administrative section of the investigative report. This section is on separate pages and the reason for preparing the report in these two separate sections is to avoid the dissemination of the type of information which should be in the administrative section. A general guide to the organization of the contents of the report was that the information which should be disseminated to agencies outside the Bureau should be in the investigative section and that which should not be disseminated would be placed in the administrative section. There was also some feeling that in the event a subpoena was issued for a report or the court ordered its introduction, only the investigative section would be presented, but it was realized that an order for the entire file would, of course, make available both sections of the report. It was felt, however, that the Bureau would be safeguarded because the data in the report which was not for dissemination would be on pages clearly labeled as "administrative." This was quite a departure from the previous rule to the effect that information relating to an investigation should be reported in logical sequence. Previously, if there were some very special and confidential items which it was believed should not appear in the report, this material was submitted by letter to the Bureau for its confidential information and guidance. The previous type of report was, therefore, more easily prepared.

cc - Mr. Mohr
Mr. Clegg

RECORDED - 73

MAY 10 1951

56 MAY 16 1951

EX-58

TOLSON

LADD

THREE

Clegg

The Bureau adopted and it is now the present rule that the reports should be in two sections when there is administrative type data which should not be disseminated and which should be reported.

Advantages:

To adopt the suggestion that the administrative section of the report be discontinued as a separate section.

(1) It was believed that there would be a saving of time in the preparation of reports, in dictation, and in organizing the material to be incorporated in the report.

(2) The requirements for report writing would thus be simplified, more easily understood and new Agents could more quickly and more easily be trained as to the requirements and rules of report writing, and there would be less confusion in their minds about the problem.

(3) Unverified and uncorroborated data could be described as such in the report.

(4) It was believed that whatever information is pertinent, whether corroborated or not, if it comes into the possession of a representative of the Bureau, it should be made known to the interested intelligence or prosecuting agency or other agency having sufficient interest to receive the report. It was felt, in fact, that it might well be dangerous for such data to repose in the Bureau's files without dissemination. There frequently arise during the course of investigation allegations and statements concerning a subject or applicant which cannot be proven or disproven, but so long as the source is shown and it is pointed out that the data is not verified, it was believed to be important that the Bureau furnish this information to the interested agency.

(5) An examination of files would be simplified and more quickly accomplished if all the information is in one section of the report in logical sequence instead of divided into two sections and thus out of logical sequence in many instances.

(6) Information of which on infrequent occasions it is believed should not be included in a report could be furnished to the Bureau by letter and it was believed, based upon the practice previously followed, that the number of such letters would be comparatively very few.

(7) It would eliminate the requirement that the Agents, including new Agents recently appointed, engage in any evaluation of the information in order to determine whether it should go in one section of the report and be disseminated or in the other section and not be disseminated.

(8) The present practice often results in the necessity of the report being revised in Washington in order to include in the section to be disseminated material information which had been set forth in the administrative section of the report. It was felt that there was danger that the Bureau would be charged with concealment if such items were overlooked.

(9) The present system is no guarantee ~~against~~^{of} the protection of the administrative section of the report, since a subpoena for the file will require the entire file.

Disadvantages:

(1) In the event reports or files are produced in court, the fact that the Bureau Agents are intelligent enough to distinguish between trivia and evidence and between rumor and intelligence information and the fact that the Bureau recognizes that certain unfounded and uncorroborated charges have been made is clearly indicated by the fact that the unfounded and uncorroborated rumor and trivia is clearly labeled and appears in the administrative section. This should preclude any basis for charges that the Bureau is disseminating idle rumor in the nature of malicious scandal and unverified charges made by malicious persons.

(2) It is believed that even now not enough time is spent in organizing the material for an investigative report before it is dictated, that reports could be greatly improved if more time were spent in such organization and the present procedure requires that the information in the Agent's notes be reviewed and organized prior to dictation. This is a good requirement for this purpose and even better organization and planning of the contents of the report is still needed.

The time consumed in organizing the material is fully compensated for at the time of dictation and at the time of the various reviews of reports and files in the Field and at the Seat of Government.

(3) All the information is being reported under the present system, but that which is rumor or unverified information and yet pertinent is being included in the administrative section of the report. If the administrative section is abolished, there would be a natural ~~contingency~~ ^{tendency} to omit some data as unworthy of reporting, and, thus, the evaluation by the Agent as to what will and will not be reported is potentially more dangerous than for him to report all of the pertinent data by organizing it along approved lines. All information is still in one report rather than in two separate reports, but it has been organized as to materiality, pertinency and worthiness for dissemination.

(4) Supervisory and Agent time in subsequent file reviews would be saved because it would be easier to locate material being sought if the material is properly organized.

(5) It will reduce the chances that in the past have been made that the Bureau disseminates information unworthy of dissemination and the Bureau held up to ridicule by unfriendly officials of other agencies.

(6) The present system is in practice and the change would require the reindoctrination of several hundred new Agents, and an evaluation of the advantages and disadvantages of the present system would appear to make a change unnecessary.

CONSIDERATION BY THE FIELD AND JOINT COMMITTEE

This matter was presented to twelve Field Offices. The Newark, Pittsburgh and Chicago Offices voted in favor of the suggestion of reverting back to the report form previously used. The Pittsburgh Office, although voting for the change, indicates that the present system should be continued in Applicant cases.

The Philadelphia, Washington, Baltimore, New York, Seattle, Boston, Los Angeles, San Francisco and Cleveland Offices were opposed to the suggestion for the reasons stated. The Los Angeles Office, while opposing the suggestion, felt that there should be a liberalization of the rules concerning material which might be included in the investigative report so that an agency to which a report is disseminated would get the complete picture.

Of the Joint Committee, Messrs. Scheidt, Harbo and Clegg opposed the suggestion. Mr. McKee favored the suggestion.

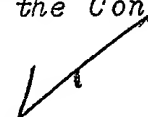
EXECUTIVE CONFERENCE CONSIDERATION

Remain
Messrs. Tolson, Callahan, Mohr, Belmont, Ladd, Rosen, ^{NEASE} Sizoo and Nichols favored the suggestion with the understanding that if it should become necessary in any case to advise the Bureau of any information which should not be included in the regular investigative report, then such information should be submitted by letter and, thus, the administrative section of the report should be eliminated. Of course, administrative pages setting forth the names of informants and undeveloped leads would be continued as they are on separate pages anyway.

Mr. Tracy favored continuing the present policy, but felt that a communication could be prepared liberalizing the amount and type of information which would be placed in the investigative section of the report, which is similar to the suggestion by SAC Hood.

Messrs. Harbo and Clegg were opposed to the suggestion and agreed with the majority of the SAC's contacted that the requirement should continue as is.

Respectfully,
For the Conference


Clyde Tolson

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 5/2/51

FROM : SAC, Philadelphia

SUBJECT: REPORT WRITING

Re Bureau Bulletin 16, dated 4/20/51, which carries in the last paragraph the following statement: "The following information shall be set out on the administrative pages: identity of informants....."

UACB, reports will be prepared as heretofore, with a separate informant page for the identity of informants.

NSH:MO

RECORDED - 81

EX-24

100-1107

2-100

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

CC-150

To: COMMUNICATIONS SECTION.

RECORDED
6-121
Transmit the following message to:

MAY 30, 1951

10:10 PM

10:10 PM

URGENT 5-30-51 (P)

TO DIRECTOR, FBI (100-371108) FROM SAC, NEW YORK (100-100000) (P)
RE NEW YORK TELETYPE TO BUREAU, MAY 29, 1951, AND BUREAU TELETYPE
TO NEW YORK, MAY 29, 1951. RE: JAMES EARL RAY, AKA; ALLEGED
ATTEMPT TO OBTAIN PASSPORT FOR TRIP TO EUROPE. NEW YORK
OFFICE ADVISED THAT RAY HAD BEEN ADVISED BY AN INDIVIDUAL
WHO OFFERED HIM \$50,000 TO ASSIST IN HIS ATTEMPT TO OBTAIN
A PASSPORT FOR TRIP TO EUROPE. RAY HAD REFUSED THE OFFER.
NEW YORK OFFICE IS ATTEMPTING TO LOCATE INDIVIDUAL WHO
OFFERED RAY \$50,000. NEW YORK OFFICE IS ATTEMPTING TO
LOCATE INDIVIDUAL WHO OFFERED RAY \$50,000.

6-121

cc: Washington Field (by Special Mailer)

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

[Handwritten signatures and initials]
MAY 1 1 08 PM '51
RECEIVED READING ROOM
FBI
U.S. DEPT. OF JUSTICE

SENT VIA

COPIES DESTROYED

M

Per

56 MAY 17 1951

276 JAN 21 1965

APR 26 1951

TELETYPE

FBI DETROIT

4-26-51

6-50 PM EST

SSB

DIRECTOR

DEFERRED

INVESTIGATIVE REPORT
RE LOYALTY OF GOVERNMENT EMPLOYEES CASES. REFER BUREAU BULLETIN
SIXTEEN, SERIES FIFTY ONE, APRIL TWENTY LAST. NO EXCEPTION NOTED
THEREIN RE LGE CLASSIFICATION. HOWEVER AS THIS TYPE CASE HAS
REQUIRED SPECIAL REPORTING IN THE PAST, REQUEST IMMEDIATE ADVICE
AS TO WHETHER IT IS TO BE HANDLED IN ACCORDANCE WITH EXISTING
MANUAL INSTRUCTIONS OR UNDER BROADENED INSTRUCTIONS OF B. B.
SIXTEEN.

OCONNOR

END

7-51 PM OK FBI WA JD

66 MAY 17 1951

RECORDED - 32

EX-121

MAY 8 1951

8

5

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI
 FROM : SAC, SAN FRANCISCO
 SUBJECT: REPORT WRITING

DATE: 4/24/51

~~SECRET~~
~~SECRET~~

INVESTIGATIVE

Re Bureau Bulletin No. 16, dated 4/20/51, which abolished the Administrative Section of reports for reporting investigative information.

It is to be noted that all reports based on information received from Bureau Source 5 have been captioned "Administrative" in order to insure that such reports are not distributed to outside agencies, in view of the highly confidential nature of the material furnished by Bureau Source 5.

It is believed desirable that some method be adopted for labeling such reports in order to insure that reports not be distributed which contain information from Bureau Source 5, and also reports relating to other major Espionage cases, wherein double agents are involved, such as the MOCASE, and the ALSR investigation, where distribution might jeopardize the investigation.

In this regard it is suggested that such reports be labeled in capital letters immediately preceding the synopsis as follows:

"STRICTLY CONFIDENTIAL - NOT TO BE DISTRIBUTED TO
 OUTSIDE AGENCIES WITHOUT PRIOR BUREAU AUTHORITY"

DET:hko

cc: New York
 cc: Wash. Field
 cc: Los Angeles

ALL INFORMATION ON THIS
 PAGE IS CLASSIFIED SECRET
 UNLESS INDICATED OTHERWISE

Classified by SP-7MAC/PSK
 Declassify on: OADR
 75946 3/24/86^(u)

RECORDED - 33
 EX - 85

1109
 MAY 10 1951
 MAY 10 1951

~~SECRET~~

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

FROM : The Executives Conference

SUBJECT: UNITED STATES ATTORNEYS' SUGGESTION

DATE: May 9, 1951

Tolson ✓
Ladd ✓
Clegg ✓
Glavin ✓
Nichols ✓
Rosen ✓
Tracy ✓
Harbo ✓
Belmont ✓
Mohr ✓
Tele. Room
Nease
Gandy

The Executives Conference on May 4, 1951, with Messrs Glavin, Tracy, Harbo, Belmont, Ladd, Rosen, Sizoo, McGuire, Nease and Clegg being present, considered the suggestion of United States Attorney Landrum of Minnesota. He stated that summary reports are of particular value to his office and he would like to see the Bureau resume its previous practice of submitting such summaries in all cases where court action is involved. The present Manual requirements concerning prosecutive summary reports are quoted as follows:

"Prosecutive summary reports prepared: Office of Prosecution.

"Prepared when: Only in major and complicated cases and upon specific instructions of SAC or Bureau."

The ASAC, in the absence of the SAC, who contacted the United States Attorney explained to him the present policy of the Bureau and assured the U. S. Attorney that summaries would be prepared in those cases of a complicated nature when summaries would be helpful in the trial of a case. The U. S. Attorney explained that he did not wish to add to the work load presently being handled by the Minneapolis Office.

RECOMMENDATION:

That the policy remain as at present.

Respectfully,
For the Conference

Clyde Tolson

HHC:IGS

cc - Mr. Mohr
Mr. Clegg

RECORDED - 40

INDEXED - 43

166-2435-1110

MAY 15 1951

34

65 MAY 18 1951



United States Department of Justice
Federal Bureau of Investigation

419 North American Life & Casualty Building
1750 Hennepin Avenue
Minneapolis 3, Minnesota
March 17, 1951

IN REPLY, PLEASE REFER TO
FILE NO. _____

Director
Federal Bureau of Investigation
U. S. Department of Justice
Washington 25, D. C.

Attention: Training and Inspection Division

Dear Sir:

O. Investigation Report
Re: SUGGESTION ~~NOT~~ SETTING OUT
NAME OF COUNTY ON LEAD PAGE

It is suggested that the Bureau consider the advisability of instructing field offices to list the county along with the city and state on all lead pages. This would be particularly helpful to both the Chief Clerk's Office and to the supervisors, not only in the assigning of leads and cases, but also in the routing of mail.

It is felt that this would not be a hardship to the Agents dictating reports because in most instances it has been necessary for the Agent to check the county in order to determine which field office will handle the investigation.

Under present procedures it is usually necessary for the Chief Clerk's Office, as well as the supervisor, to again check the county, particularly in those offices having several Resident Agencies and road trips. This results in considerable duplication of effort and constant referral to the Postal Guide.

I have discussed this suggestion with the Chief Clerk and the Special Agent in Charge of this office, and both feel that the institution of the suggested practice would be very helpful.

Respectfully submitted,

E. J. Powers

E. J. POWERS
Assistant Special Agent in Charge

INDEXED - 33
RECORDED - 33
EX - 25

66-2435-1114
MAR 20 1951
5-17

PERS. FILES

UNRECORDED COPY FILED IN 66-2435-1114

cc of Suggestion to Mr. Glavin for review 3/22/51 FHM:dyg
EX - 25
Letter to E. J. Powers 3/22/51 FHM:dyg
cc - SAC Minneapolis
EJP:LB

FEDERAL BUREAU OF INVESTIGATION

Room 5517

Telephone 333

1951

To:

<input type="checkbox"/> Director	<input type="checkbox"/> Mr. Conrad
<input type="checkbox"/> Mr. Tolson	<input type="checkbox"/> Mr. Jones
<input type="checkbox"/> Mr. Ladd	<input type="checkbox"/> Mr. Holloman
<input type="checkbox"/> Mr. Clegg	<input type="checkbox"/> Mr. Pennington
<input type="checkbox"/> Mr. Glavin	<input type="checkbox"/> Mr. Pfafman
<input type="checkbox"/> Mr. Harbo	<input type="checkbox"/> Mr. Renneberger
<input type="checkbox"/> Mr. Nichols	<input type="checkbox"/> Mr. Q. Tamm
<input type="checkbox"/> Mr. Rosen	<input type="checkbox"/> Ident. Division
<input type="checkbox"/> Mr. Tracy	<input type="checkbox"/> Records Section
<input type="checkbox"/> Miss Gandy	<input type="checkbox"/> Mail Room
<input type="checkbox"/> Mr. Belmont	<input type="checkbox"/> Mechanical Section
<input type="checkbox"/> Mr. Egan	<input type="checkbox"/> Personnel Files
<input type="checkbox"/> Mr. Mohr	<input type="checkbox"/> Dept. Supply Division
<input type="checkbox"/> Mr. Nease	<input type="checkbox"/> Division of Accounts Dept.
	<input type="checkbox"/> Appointment Clerk
	<input type="checkbox"/> Miss Beatty
	<input type="checkbox"/> Mrs. Ellison
	<input type="checkbox"/> Mrs. Skillman
	<input type="checkbox"/> Washington F. D.
<input type="checkbox"/> See Me	<input type="checkbox"/> FBI Laboratory
<input type="checkbox"/> Phone Me	<input checked="" type="checkbox"/> Mr. H. McIntire
<input type="checkbox"/> Record & Route	<input type="checkbox"/> Room
<input type="checkbox"/> Forward To	

☐ Note & Return
☐ Send File

*Observations requested
 attached*

W. R. Glavin

Reference is made to the attached suggestion relative to setting out the name of the county as well as the city and state on all lead pages, as submitted by ASAC Powers of the Minneapolis Office. Although Powers is probably referring to investigative reports when he speaks of lead pages this matter has been referred to you ^{as} also possibly involving the same system in setting out lead sheets on applicant cases from the Seat of Government. Powers states that in most instances an agent when dictating reports has to check the county in order to determine which field office will handle the investigation. This premise is not true in the majority of cases. For instance twenty-six of the fifty-two field offices are located in territories where it is never necessary to look up the county since there is only one office covering that state. For instance if he were setting out a lead for coverage in the state of Maryland, Baltimore would handle it. Likewise any lead that he sets out for Minneapolis or North or South Dakota would automatically be sent to the Minneapolis Office. In these twenty-six offices there is ~~only one~~ ^{no} split-up in the territory within the state. Therefore, there is no necessity for looking up the particular county to see where ~~Indianapolis~~ ^{Annapolis} is, Maryland, or the county where ~~San Francisco~~ ^{San Francisco} or San Diego is located.

In many instances in the states that have several offices it is not necessary to look up the county because when setting out a lead for the San Antonio Office to cover in San Antonio it certainly would not be necessary to look up the county there. Similarly leads for New York City, Chicago, San Francisco, Los Angeles, San

66-2425-111

Diego, etc., are all ^{similarly} set out and it is not necessary to look up the county that the city is in.

I feel, therefore, that this would be a hardship and an unnecessary ^{mandatory} instruction to employees as a general principal when setting out all leads. In those instances where it has been necessary to look up the county I see no objection to including the county after the name of the city in the lead. This would be more in the nature of a suggested procedure rather than a requirement. With respect to Power's observation that under present procedures it is necessary for the Chief Clerk's Office as well as the field supervisor to look up the county in the field office where the lead is to be covered, instructions of a general nature to have the Chief Clerk's Office mark in pencil, adjacent to the name of the city, the county wherein the city lies would be a sufficient flag to the supervisor when he is assigning cases within the field office.

In general the suggestion as given by Powers should not, in my opinion, be adopted as a blanket procedure in all cases but ^{it} could be called to the attention of the field that whenever it is necessary to look up a county for a particular city in order to determine the territorial allocation wherein the lead is to be covered that the suggestion be made to list the particular county immediately following the ^{name of the} city on the lead page.

100 607

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI
 FROM : SAC, Pittsburgh
 SUBJECT: REPORT WRITING
 ADMINISTRATIVE PAGES

DATE: May 15, 1951

Investigative Reports

Re Bureau Bulletin #16, 4/20/51 and rerep SA WILLIAM C. HENDRICKS, Jr., dated 5/15/51 at Pittsburgh entitled "[redacted]"; Security Matter - C."

b6
b7C

It is noted that re Bulletin, in pointing out that the Administrative section of a report should no longer be used for reporting investigative information, states as follows: "In the future all information considered pertinent which should be reported should appear in the details. If there be information which for any special reason it is felt should not be included in the report, such information should be set out in a cover letter transmitting the report."

The attention of the Bureau is directed to rerep, which sets out the results of a mail cover previously placed on the subject, [redacted]. It is to be noted that instant report, on the Administrative Page, sets forth certain information pertaining to subject. It is pointed out, however, that this information has been previously set out in the investigative section of other reports and is only set out in instant report in order to furnish background information on subject to offices having outstanding leads in this case.

An Administrative section was used in instant report in view of the fact that all information contained therein was previously reported in the investigative section of other reports and in view of the fact that it is being set out for information purposes only.

It is believed that this situation is not fully covered in re Bureau Bulletin and that the Bureau may desire to clarify for the field whether background information set forth solely for the assistance of other offices not previously engaged in any investigation may continue to be set forth on the Administrative Page of the report.

WCH:dmh

66-

cc: 100-10341

RECORDED - 135

66-2435-1112
MAY 23 1951

Memo to Director

from Joint Comm

cc: Mr. Tolson, Mr. Clegg

Mr. Glavin, Mr. Ladd, Mr. Nichols, Mr. Rosen, Mr. Tracy, Mr. Egan, Mr. Gurnea, Mr. Harbo, Mr. Hendon, Mr. Jones, Mr. Mumford, Mr. Quinn, Mr. Nease, Mr. Gandy

Dining Room

Clarifying bulletin on Rpt Writing

UNRECORDED COPY FILED IN 101-65774-

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: May 14, 1951

FROM : SAC, Minneapolis

SUBJECT: BUREAU BULLETIN #16
DATED APRIL 20, 1951ATTN: TRAINING & INSPECTION DIVISION

Employees of this office have asked several questions with regard to the instructions contained in this Bureau Bulletin, and inasmuch as the answers given to these questions have been interpretive in nature, they are being furnished to the Bureau for final approval and clarification.

Unless advised to the contrary by the Bureau, this office will use the following procedure in the handling of administrative pages in connection with new instructions received:

- (1) The order in assembling of reports will be changed as follows: The lead page will be after the details, followed by the administrative and informant pages in that order. Since the administrative page no longer contains investigative data, it is assumed that it will follow the lead page and not as heretofore preceding the lead page. The informant page will continue to be last as previously handled.
- (2) The informant page will still be labeled as such. If there is administrative data also to be recorded, such as the identity of Special Employees, etc., it will be placed on this page and a separate administrative page need not be added.
- (3) Where there is no informant page and there is administrative data to be recorded, it will be placed on an administrative page bearing this caption, and this page will be assembled after the lead page.

EJP:FKB

cc: All stenographers

66-2435 -
NOT RECORDED

1 MAY 22 1951

50 MAY 25 1951

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. CLEGG *HVR*

DATE: May 25, 1951

FROM : MR. BELMONT *h/p*SUBJECT: REPORT WRITING

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Belmont _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

The Security Division is of the opinion that the attached suggestion submitted by Mr. Fletcher of the WFO has considerable merit and would result in a saving of considerable typing time and paper.

LLL:mer

Attachment

RECORDED - 27

INDEXED - 27

EX-32

11/3

58 AUG 24 1951

EX-32

316

58 AUG 24 1951

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: May 4, 1951

FROM : SAC, WASHINGTON

SUBJECT: REPORT WRITING

(Suggestion by H.B. Fletcher)
ASAC

Re Bureau Bulletin 16, Series 1951, dated April 20, 1951, to that portion relating to administrative pages of a report in which it is indicated that all administrative material is to be placed on an administrative page with the exception that there should be an undeveloped lead page.

It is respectfully suggested and recommended that there be no requirement that there be a separate lead page. There are countless reports prepared in which the administrative material is negligible and it would be often possible, if permitted, to place on one page all administrative data and the undeveloped leads. This would save considerable typing time and paper. It is recommended that the field be advised that the following information shall be set out on administrative pages:

1. Identity of informants
2. Identity of Special Employees
3. Name of intelligence agency having the security responsibility for a vital facility when the subject of a security case is there employed
4. Whether an atomic energy facility has an interest in the subject matter of a security-type case
5. Advice as to why copies are furnished for information
6. Miscellaneous administrative data similar to that described
7. Undeveloped leads (a topical heading should be placed on the administrative page, "Undeveloped Leads")
8. References

Conference recommended
ASAC: 1606 51
cc of memo to
Director, FBI
of Security
5-17-51
EDM: long

H.B.F. VIM
memo to Director
cc - memo to
from J. Edgar Hoover
Walt Bullock
typed 6/2/51
CDM:ARG:EDM

ENCLOSURE

RECORDED - 27
MAY 7 1951
16

PERS. FILES

INVESTIGATIVE DIVISION
SPECIAL INQUIRY SECTION

6-9

Mr. Keay, 7643
Mr. Bates, 7647
Mr. Baumgardner, 1246
Mr. DeLoach, 7649
Mr. Dissly, 1732
Mr. Jones, 4263
Mr. Leonard, 6221 IB
Mr. Reynolds, 7645
Mr. Roach, 7649
Mr. Stanley, 2254

Mrs. Weigandt, 4744
Miss Wright, 5706
Miss Walsh, 4261
Mrs. Bahlow, 4744
Mrs. Gray, 4264
Mr. Payne, 4651
Mr. Reep, 4649
Mrs. Zimmerman, 4264
M. ~~W. *[Signature]*~~
Room 5286

Call me
See me
Correct
Note, Initial and Return
Records Section
Place on record and return
Call file
Reading Room
Mail Room
Mr. Bromwell, 4128 IB
Miss Harrington, 7229
Special Handling
Return to Room 4264
Return to Room 4738
Return to Room 4742

Mr. D. M. Ladd
Mr. A. Rosen
Mr. Callan
Mr. Alden
Mr. Winterrowd
Mr. Bock, 4647
Mr. Brooking, 4641
Mr. Bruggeman, 4742
Mr. Bryant, 4262
Mr. Cavadine, 4262
Mr. Dinsmore, 4742
Mr. Doerner, 4262
Mr. Dougherty, 4744
Mr. Eberle, 4643
Mr. Flanagan, 4260
Mr. Grapp, 4643
Mr. Hartley, 4637
Mr. Hennessey, 4639
Mr. Hurley, 4740
Mr. Holroyd, 4710
Mr. Innes, 4264
Mr. Jahn, 4645
Mr. Kemp, 4260
Mr. Lehman, 5710
Mr. May, 4738
Mr. McGowan, 4740
Mr. Morris, 4744
Mr. Mudd, 4710
Mr. Nickols, 4651
Mr. Peet, 4647
Mr. Pitzer, 4740
Mr. J. Randolph, 4738
Mr. R. Randolph, 4260
Mr. Rushing, 4639
Mr. Shanklin, 4264
Mr. Shea, 4651
Mr. Sorensen, 4641
Mr. Splendore, 4260
Mr. Turner, 4738
Mr. Van Noy, 4651
Mr. Wood, 4637

Did born ...

*Sounds plausible & would
encounter my attention
from file 6. (I would
have typing page & time
well as file space.)*

Room 4746
Extension 525

SUPERVISOR

copy;bw

May 15, 1951

JMM:CAM:ejw

159-01

Director, Federal Bureau of Investigation

James M. McInerney, Assistant Attorney General
Criminal Division

Violations Public Law 906

It is requested that hereafter, a copy of all investigative reports prepared by the Federal Bureau of Investigation in connection with alleged violations of Public Law 906 be forwarded to the United States Attorney in the district or districts of the alleged violations in addition to the copy now being received by the Criminal Division of the Department of Justice.

248-1
NOT RECORDED
MAY 16 1951

SAC, SEATTLE

May 15, 1951

DIRECTOR, FBI

OFFICE OF SPECIAL INVESTIGATIONS
U. S. AIR FORCE

Reurlet April 21, 1951.

The only change in procedures concerning submission to OSI of Bureau reports is in connection with the modification of the Third Agency Rule, which provides that there will be a free exchange among the agencies comprising the Interdepartmental Intelligence Conference (FBI, ONI, OSI and G-2) of periodic summary intelligence-type reports and summaries or studies prepared by IIC member agencies. It was agreed that there should be a free exchange between the IIC agencies only, even though periodic summary intelligence-type reports show sources of information contained therein and the summary-type studies contain information received from another IIC agency without showing the source.

OSI Headquarters has advised that they instructed their field offices to obtain two copies of these types of summary reports and summary intelligence reports, one copy to be furnished OSI Headquarters. OSI Headquarters has further advised that they are notifying their field office that it will not be necessary for their local offices to furnish to OSI Headquarters copies of the regular summary reports concerning Communist Party activities inasmuch as this information is furnished to OSI Headquarters by Bureau Headquarters.

In view of the foregoing, you should continue furnishing to OSI locally the same number of copies of reports as in the past. Where summary-type studies are made by your office concerning any conditions or situations peculiar to your division, you should, of course, obtain Bureau authority prior to distributing such studies to the other IIC member agencies in the field.

cc - SAC, Portland

ESS:hke

ORIGINAL FILED IN

MAY 15 1951

DIRECTOR, FBI

April 21, 1951

SAC, SEATTLE

OFFICE OF SPECIAL INVESTIGATIONS
U. S. AIR FORCE

I have just had a request from [redacted] District Commander, 20th District Office of Special Investigations, McNord Air Force Base, McNord Field, Washington, to furnish him two copies of all reports submitted locally to his office by us. He has advised me that he has received recent instructions from his headquarters that a copy of all such reports should be furnished to OSI Headquarters, Washington, D. C., by him. I have explained to [redacted] that when we furnish him a copy of one of our reports in the field a copy is also furnished OSI headquarters in Washington, D. C. by you.

b6
b7C

As similar requests are probably being made by all OSI District Offices of the respective Field Divisions, it is suggested that you may wish to discuss this matter with headquarters, OSI.

JR:EM
100-21654

ORIGINAL FILED IN

NOT RECORDED

45 APR / 1951

Office Memorandum • UNIT _____ GOVERNMENT

TO : THE DIRECTOR

FROM : EXECUTIVES CONFERENCE

SUBJECT: REPORT WRITING

42409

DATE: 6/7/51

The Executives Conference on 6/7/51, with Messrs. Tolson, Ladd, Rosen, Tracy, Trotter, Mohr, Harbo, Callahan, Belmont and Mobley present, considered clarifying instructions on report writing concerning: (1) Information from Bureau sources; (2) Reports in control cases; (3) Reporting negative interviews with reliable confidential informants; and (4) Reporting stop and look-out notices, since questions were raised by the Washington Field Office following the last change in report writing which discontinued reporting results of investigation on administrative pages.

(1) Instructions were previously issued to principal offices that reports should not contain information from Bureau sources where the subject had been identified. Where the subject was unidentified, it could be paraphrased and reported. We do not disseminate this type of information.

(2) In control files on Espionage and Security Matters, reports of an intelligence nature are submitted periodically. They were formerly marked "Administrative." We do not disseminate these reports and it was felt the Field should be advised these reports are to be prepared in the usual manner and are not to be marked "Administrative."

(3) Instructions require temporary symbols for confidential informants, with a statement as to their reliability. The Field reports on administrative pages the results of negative interviews with reliable informants. It was felt that, in reporting this type of interview, proper phraseology should be added which would indicate that it was logical to interview the informant. For example, "Confidential Informant T-, of known reliability, who is known to be closely associated with _____ organization....."

(4) The Field formerly reported the placing of stop and look-out notices on administrative pages. Since this represents an investigative step, it will now be included in the report proper.

RECOMMENDATION: The Executives Conference unanimously agreed that the above instructions should be sent to the Field. Attached for approval is an appropriate SAC Letter.

Respectfully,
For the Conference

RECORDED - 127
INDEXED - 127

Clyde Tolson

cc-Messrs. Mohr & Clegg
Attachment
CDM:DMG

JUN 30 1951

(B) APPLICANT INVESTIGATIONS-DEADLINES-Reference is made to Bureau Bulletin # 41, dated July 23, 1947, which outlines the use of a form letter in ACAA cases to advise the Bureau when, for some unavoidable circumstance, the Bureau deadline cannot be met.

Effective immediately this form advising the Bureau that a deadline cannot be met shall be used in all applicant cases except Bureau and National Academy applicants.

This form letter shall be mailed to reach the Bureau on or before the deadline date and shall specifically include the following information:

1. Original Bureau deadline
2. Reason for delinquency
3. Date report will reach Bureau
4. AEC Zone designation e.g. OR, Ch, etc. (This applies only to 116 cases).

The submission of a form letter does not change the original Bureau deadline nor does a letter from the Bureau requesting additional investigation change the original Bureau deadline. Priority should be given those cases with the oldest original deadline date, or in which the Bureau has indicated that special handling is desired.

LEADS IN APPLICANT CASES

The phraseology "Buded nast" should no longer be used when leads are set out for other offices by letter or teletype. The original Bureau deadline should be indicated. This will give all offices handling investigation an accurate picture of the extent of delinquency in each case.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 3/17/83 BY Sp-8 BJS/mm

Very truly yours,

John Edgar Hoover

Director

5-17-51

BUREAU BULLETIN NO. 21

Series 1951

NOT RECORDED

42

FILED

The Department has also advised that the registration and monthly report requirements of Public Law 906 are not restricted to those manufacturers of and dealers in gambling devices engaged in interstate activities. Therefore, it would appear that every manufacturer of and dealer in gambling devices must register and file monthly reports as prescribed by the law.

Your attention is again directed to Bureau Bulletin Number 12, Series 1951, dated March 23, 1951, in which it is pointed out that three copies of investigative reports must be submitted to the Bureau and instructing that the appropriate United States Attorney be furnished a copy of each report.

Very truly yours,

John Edgar Hoover

Director

66-2435 ✓
NOT RECORDED
149 JUN 14 1951

0 Investigative Reports

ORIGINAL FILE IN 66-03-1126

5-31-51
BUREAU BULLETIN NO. 23
Series 1951

- 2 -

65 JUN 5 1951

(C) INTERSTATE TRANSPORTATION OF GAMBLING DEVICES -- You were previously advised by Bureau Bulletin Number 18, Series 1951, dated May 4, 1951, that the Criminal Division of the Department had ruled that a conventional slot machine in which the slots are plugged is a gambling device within the meaning of Public Law 906. The Department has now advised that a slot machine manufactured without a slot for coin insertion and without an automatic payoff is a gambling device within the purview of Public Law 906. A machine such as this is manufactured by the Jennings Manufacturing Company of Chicago and is sold under the trade name of "The Joker." The machine is operated by paying money to an attendant who in turn pays out to the customer any winnings as indicated by the symbols on the machine when it is played.

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

FROM : JOINT COMMITTEE

SUBJECT: SUGGESTION #758
 EMPLOYEE: ASAC H. B. FLETCHER
 WASHINGTON FIELD OFFICE
 SAC E. A. SOUCY
 PITTSBURGH OFFICE
 REPORT WRITING

DATE: 6/4/51

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Belmont _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

MEMBERS PRESENT: Messrs. R. T. Harbo
 S. K. McKee
 E. D. Mason

E. Scheidt
 H. M. Kimball

SUGGESTION:

Bureau Bulletin #16, dated 4/20/51, requires that all administrative material be placed on the administrative page of a report, with the exception of undeveloped leads which should be placed on another page.

ASAC H. B. Fletcher suggested that everything be placed on one administrative page, without the separate lead page requirement, and that the following items in particular be mentioned as suitable for inclusion on an administrative page:

1. Identity of informants
2. Identity of Special Employees
3. Name of intelligence agency having the security responsibility for a vital facility when the subject of a security case is there employed
4. Whether an Atomic Energy facility has an interest in the subject matter of a security-type case
5. Advice as to why copies are furnished for information
6. Miscellaneous administrative data similar to that described
7. Undeveloped leads (a topical heading should be placed on the administrative page, "Undeveloped Leads")
8. References.

RECORDED - 93

100-2835-1115

SAC E. A. Soucy of Pittsburgh reflected on this line, also.

JOINT COMMITTEE CONSIDERATION: Unanimously favorable.

On 5/26/51, the Joint Committee considered the above matter and recommended unanimously favorably. There is attached a proposed Bureau Bulletin for approval.

Attachment

EDM:DMG cc-Mr. Mohr
 Mr. Clegg

EXECUTIVES CONFERENCE CONSIDERATION: HHC:ebt

The Executives Conference on June 6, 1951, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Sizoo, and Clegg being present recommended unanimously favorable.

Respectfully,
For the Conference

✓

Clyde Tolson

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. HENNRICH

FROM : MR. LAMPHERE

SUBJECT: REPORT WRITING

DATE: May 16, 1951

Tolson _____

Ladd _____

Clegg _____

Glavin _____

Nichols _____

Rosen _____

Tracy _____

Harbo _____

Belmont _____

Mohr _____

Tele. Room _____

Nease _____

Gandy _____

Investigative Reports

In connection with the attached copy of a letter from the Washington Field Office dated May 1, 1951, which was referred to our Division by the Training and Inspection Division, the following comments are being set forth:

Bureau Sources

The Washington Field Office letter pointed out that under SAC Letter No. 43, Section K, Series 1950, dated July 11, 1950, the field was advised that information from Bureau sources would not be disseminated by the Bureau to any other agency or person and the information from the Bureau sources was to appear only in the Administrative Section of a report. The Washington Field Office raises the question as to whether Bureau Bulletin No. 16, Series 1951, supersedes the cited SAC Letter.

It would appear that there could be no question but what the Bureau Bulletin does supersede that SAC Letter insofar as it ordered the placing of the Bureau Source 5 information in the Administrative Section of a report. In connection with Bureau Source 5 information instructions have already been issued to the field as follows:

"Your attention is also directed to Bureau Bulletin Number 16 dated April 20, 1951, regarding report writing. In accord with the instructions in that Bulletin, the following instructions are set forth for handling Bureau Source 5 information in connection with report writing. Where an identification has been effected and a report is being submitted which would logically be disseminated to another agency, such as in the case on [redacted] the Bureau Source 5 information will be placed in a cover memorandum where necessary and pertinent to explain some phase of the report being submitted. In unknown subject cases, the Bureau Source 5 information may be placed in the report but the statement should appear following the T-symbol parenthetically and underlined (This is not to be disseminated outside the Bureau.) A short cover memorandum is also to be submitted with these reports pointing out that the report does contain Bureau Source 5 information. You will, of course, make no dissemination of reports which contain Bureau Source 5 information." (Bulet to NY, cc to WFO, LA, SF, 5/3/51, entitled "Sovme; Esp-R.")

b6
b7C
b7D

RECORDED - 153

INDEXED - 153

R.JL:hc

JUL 27 1951

COPIES DESTROYED

270

JAN 21 1955

Attachment

Rec. May 30 1951
Cuda 76

6/6/51
Cuda

166-4435-1116
APR 11 1951

Confidential Informants

2

The Washington Field Office memorandum suggests that in addition to characterizing the informant as of known or unknown reliability, the informant should also be characterized in some manner where the informant does not furnish any information of value in order to show why the informant was contacted and why the informant might logically have pertinent information. The example raised by the Washington Field Office would be a contact with a former Polish Government official concerning a person suspected of engaging in Polish intelligence activities. In such an instance it would, of course, be logical that we would contact the informant and it would be of some pertinence to note that he had no information concerning the subject. Previously we would have placed such information in the Administrative Section of a report, and it is now the suggestion of the Washington Field Office that the informant be characterized as suggested above in order to assist a reader in establishing the logic and contact with the informant. It is felt that there is merit to the suggestion of the Washington Field Office.

Reporting Information Which the Bureau
Under Previous Instructions Had Submitted
to the Field for Inclusion in the
Administrative Sections of Reports.

✓ Corr. Summary

The Washington Field Office is here referring to information furnished by the Bureau to the field containing instructions that the data was to be included only in the Administrative Section of a report. It was the suggestion of the Washington Field Office that the Bureau might desire to go back over those cases and to reissue instructions advising the field whether the information could or could not be placed in the Details of an investigative report.

It is not felt that this problem is of sufficient seriousness that it cannot be resolved on an individual basis when it comes up.]

Stop and Lookout Notices

The Washington Field Office pointed out that under previous instructions the placing of stop and lookout notices was to be included only in the Administrative Section of a report. Under existing instructions it would appear proper to list stop and lookout notices in an investigative report.]

Control Cases & Intelligence Summaries

The Washington Field Office brought up the question as to whether reports in this type of case will be disseminated. The premise appears to be taken in the Washington Field memo that all reports will be disseminated. This, of course, is not accurate. We had control files before Bureau Bulletin No. 34 of 7/8/49 which set up the Administrative Section of reports, and we did not disseminate the reports at that time. It is not felt that we will / disseminate all reports which are received in the Bureau under the system as now set up, and certainly we are not going to disseminate intelligence summaries and control cases where to do so would not be in the best interests of the Bureau.

RECOMMENDATION

It is the recommendation of Special Agent [] and myself that the points brought up by the Washington Field Office be discussed by the committee made up of field and Bureau representatives which originally voted on the change in report writing. There will certainly be other questions cropping up with respect to report writing and it would appear to be necessary to issue additional instructions to the field in order to clarify certain of the problems which will arise.

/
b6
b7c



UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to
File No.

~~STRICTLY CONFIDENTIAL~~
BUREAU BULLETIN NO. 27
WASHINGTON 25, Series 1951

DECLASSIFIED BY SP8 BTJ/mc
ON 3/18/83

Reports

June 28, 1951

(A) ABSTRACT SLIPS - ATOMIC ENERGY REPORTS -- In the future it will not be necessary to submit abstracts with Atomic Energy reports. In all other categories abstract slips must continue to accompany investigative reports.

F-129

166-2445-
NOTED
82 JUL 13 1951

ORIGINAL FILED IN



In Reply, Please Refer to
File No.

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

June 21, 1951

WASHINGTON 25, D. C.

~~STRICTLY CONFIDENTIAL~~
BUREAU BULLETIN NO. 26

Series 1951

(A) REPORTS - TITLE OF -- Section 11G (1) of the Manual of Rules and Regulations and section 46 of Part I of the FBI Handbook are being amended to include the following: /

When a subject is generally and widely known by an alias, this alias shall be listed in the title of the report after the subject's true name. All other aliases shall be listed in alphabetical order.

This procedure should be adopted immediately.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 3/18/82 BY SP8 BTJ/brn

Q F-129

166-2435 ✓
NOT RECORDED
83 JUL 13 1951

ORIGINAL FILED IN

SA 6-16-11

6-16-51

min

(D) REPORT WRITING -- Reference is made to Bureau Bulletin #16 dated April 20, 1951, which discontinued the reporting of investigations on administrative pages. For purposes of clarity, the following additional instructions are issued.

66-4-1302

Investigation Report to

FH

ORIGINAL SUBMITTED IN

66-4-1302
NOT RECORDED
63

BUREAU SOURCES

We do not disseminate information from Bureau sources. By SAC Letter #43 (K) dated July 11, 1950, you were advised concerning the confidential character of information furnished from Bureau sources. With respect to reporting information coming from a Bureau source, the procedure set out hereinafter should be followed.

Where investigation is predicated on information from a Bureau source and the subject has been identified, the Bureau source information should not appear in the report. Where necessary to call attention to information from a Bureau source or in order to clarify information appearing in the reports in these cases, a cover memorandum should accompany the report.

In cases where the subject has not been identified and the investigation is based solely on information from a Bureau source, such information may appear in the report provided it is properly paraphrased. In addition, a short cover memorandum should be submitted with the report indicating it contains information from a Bureau source and, therefore, should not be disseminated.

REPORTS IN CONTROL CASES - ESPIONAGE AND SECURITY INVESTIGATIONS

In control cases involving espionage and security investigations, investigative reports are periodically submitted keeping the Bureau advised of general intelligence and counterintelligence developments. Such reports of necessity contain analyses and should continue to be submitted as in the past. They will not, however, be captioned administrative. The Bureau does not disseminate this type of report inasmuch as the information contained therein has previously been submitted and will have been disseminated where appropriate in individual cases.

CONFIDENTIAL INFORMANTS

By Bureau Bulletin #32 (B) dated July 1, 1949, you were instructed that temporary symbols were to be given to confidential informants who were to be designated as being of known or unknown reliability. Under former instructions concerning report writing, negative contacts with confidential informants of known reliability were reported on administrative pages of reports. The reporting of such negative interviews now would tend to be misleading where the report fails to indicate the logic of contacting particular informants. Such negative interviews obviously are not to be included on the administrative pages. It will be necessary, therefore, for the report to contain a statement indicating why it was logical to interview a particular informant. For example, if a reliable confidential informant is in a position to furnish pertinent information concerning a particular group or movement, it is suggested that the following phraseology be applied: "Confidential Informant T- of known reliability who is known to be closely associated with _____ group or organization" In following this procedure, care should be taken to avoid disclosure of the informant's identity.

STOP AND LOOKOUT NOTICES

You are advised that the placing of stop and lookout notices should be reported in the investigative report proper and not on administrative pages.

In the past the Bureau has furnished information to the field with instructions that should it be necessary to report such information it should appear on the administrative pages. Since this type of information cannot be disseminated, obviously it should not be placed in an investigative report.

The above instructions should be discussed with the Agent personnel of your Division.

0
(D) REPORT WRITING -- Bureau Bulletin #16, dated 4/20/51, discontinued the practice of reporting the results of investigation on administrative pages. You are advised that where an administrative page is prepared it will be satisfactory to include thereon undeveloped leads under an appropriate caption. In fact, captions should always be employed in the preparation of administrative pages. For purposes of clarity, you are advised that the following information should appear on administrative pages when practical and needed: (1) Identity of informants; (2) Identity of Special Employees; (3) Name of intelligence agency having security responsibility for a vital facility when the subject of a security case is employed therein; (4) Whether an Atomic Energy facility has an interest in the subject matter of a Security-type case; (5) Advice as to why copies are furnished for information purposes; (6) Miscellaneous administrative data, such as, background data, when necessary, for the assistance of offices covering leads who have not previously received reports or information in the case; (7) Leads; and (8) References, except in Applicant cases where the reference shall appear on the first page. Otherwise, references should always appear as the last item. Since numerous reports are prepared in which the administrative material is negligible, this procedure for the inclusion of administrative data and leads on the same page should result in a savings in paper and typing time.

Very truly yours,

John Edgar Hoover

Director

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 3/12/83 BY SP8 Bji/ptr

166-2735-✓
83 JUN 10 1951

6-14-51
BUREAU BULLETIN NO. 25
Series 1951

- 2 -

166-2735-✓

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. CLEGG *WV*

DATE: 6/6/51

FROM : C. D. MOBLEY *CDM*

SUBJECT: REPORT WRITING

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

Investigative Reports

By Bureau Bulletin #16, 4/20/51, we discontinued reporting results of investigations on administrative pages. Since then, we have had numerous questions raised concerning report writing. WFO has now raised questions concerning the following: (1) Reporting information from Bureau sources; (2) Reports in control cases; (3) Negative interviews with reliable confidential informants; and (4) Stop and lookout notices. The only real problem raised concerns how to report information from Bureau sources.

The views of Mr. Lamphere, who handles Bureau sources, and Mr. Hennrich were obtained in the attached memorandum and Mr. Lamphere has assisted in the preparation of the attached SAC Letter. I understand from Mr. Lamphere that the attached SAC Letter conforms with the manner in which they are now handling Source 5 material. Mr. Pontz approves this SAC Letter.

RECOMMENDATION: That the attached SAC Letter be presented to the Executives Conference for approval.

Attachments

CDM:FMB

RECORDED - 153
 INDEXED - 153
 66-2435-1417
 JUL 11 1951
 8

76 JUL 27 1951

CDM
mead
6/7/51

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: July 9, 1951

FROM : *AS* SAC, Savannah

SUBJECT: REPORT WRITING

Investigative Reports

Re SAC Letter #60 (D), June 16, 1951.

The section entitled "Stop and Lookout Notices" under (D) "Report Writing" of relet is not clear. The first and second paragraphs appear to be contradictory. Agent personnel have requested interpretation and clarification. The Bureau is requested to restate these instructions so that Agents will clearly understand what the Bureau desires.

ACS:AMT

*Sac Schmitt phoned
the Admin Section 7-13-51
M*

RECORDED - 83

166-2435-1118

EX-92

53 AUG 16 1951

March 23, 1951

Director, FBI

Inspector T. E. Naughten

Suggestion of

GS-4

b6
b7C*Investigative Report*

During the course of the inspection of the Los Angeles Division the above captioned stenographer pointed out that Part I, Section 2 of the FBI Handbook required that the identity of Special Employees performing investigative functions must be reflected on the Administrative page of the report with an indication of the specific work performed by that employee.

At the present time the Los Angeles Division is handling approximately 1,800 applicant cases monthly. Probably more than 1,000 of these reports set forth the results of police and credit checks in the city of Los Angeles. In applicant cases all such checks are made by Special Employees, therefore, necessitating the addition of an Administrative page on an exceedingly large number of short Atomic Energy Act of 1946 Applicant reports.

It is the suggestion of this employee that the Bureau take cognizance of the fact that such investigation in the city of Los Angeles is conducted by Special Employees and that a notation be made on the serials in the Los Angeles Division of the specific employee who covered the check in each case. The requirement of furnishing the names of these Special Employees to the Bureau in each applicant case could then be eliminated, saving an appreciable amount of stenographic time in this Division.

LSB:rom

RECORDED - 27

INDEXED - 27

61

1119

1119X

SAC, Chicago

June 20, 1961

Director, FBI

RECORDED:

FOREIGN SOURCES
INTERNAL SECURITY

Reference is made to your letter dated June 11, 1961, wherein you made inquiry regarding the application of proper terminology in the body of the report when referring to information furnished by foreign sources such as the [redacted] an American Embassy and a Legal Attache. In line with your inquiry there could be also included foreign sources such as police officials and confidential informants. (66-7753-7)

b7D

In all instances where you have received information from the foreign describing any of the foregoing as the original source, you should report the information under an appropriate symbol unless advised to the contrary. In your report you should designate the source as "a foreign source of known reliability" when the information has been furnished by the [redacted]. If the original source is another U. S. Government Agency, such as the [redacted] you should describe the source as "another government agency."

b7D

- cc - Legal Attache
London, England
- cc - Legal Attache
Madrid, Spain
- cc - Legal Attache
Mexico City, Mexico
- cc - Legal Attache
Havana, Cuba
- cc - Legal Attache
Rio de Janeiro, Brazil

CONFIDENTIAL
AIR POUCH

CONFIDENTIAL
AIR POUCH

CONFIDENTIAL
AIR POUCH

CONFIDENTIAL
AIR POUCH

CONFIDENTIAL
AIR POUCH

CONFIDENTIAL
AIR POUCH

CONFIDENTIAL
AIR POUCH

CONFIDENTIAL
AIR POUCH

cc - [redacted]

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Alden _____
Belmont _____
Laughlin _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

SJP:dm

RECORDED - 18

b7D

It is to be noted that in nearly all cases the information furnished by a legal attaché originated from one of his sources such as a foreign police official, an intelligence cover operative of another country, an officer of the state department, or a confidential informant. When incorporating such information in a report or a communication you therefore should not refer to the legal attaché as being the source of the information. The individual or agency which furnished information to the legal attaché should be designated as the source. There may be some instances where the information originated with the legal attaché himself. In such a case you can describe the source as being "a confidential foreign source of known reliability."

In order that there may not be any question regarding the identity and the reliability of a foreign source, all U.S. Legats, Legal Attaches and Foreign Liaison representatives should be certain that when reporting information to the Bureau the sources are adequately described as to identity and reliability, particularly with regard to foreign police officials and informants. This should be done in mind particularly when it is obvious that the information developed will be disseminated to the field. Although it is appreciated that the reliability of some of the sources of Legat Attaches is well established, this nevertheless should not preclude the proper indication that the source is of known or established reliability thereby facilitating the proper handling of the matter in the field. It of course will not be necessary to indicate the reliability of sources such as the [redacted] Corp., unless the Legat Attaché or the [redacted] representative deems it necessary in particular cases.

b7D

b7D

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Alden _____
Belmont _____
Laughlin _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: June 11, 1951

FROM : SAC, Chicago

SUBJECT: FOREIGN SOURCES
INTERNAL SECURITY

In connection with the preparation of reports in Internal Security investigations it often becomes necessary to set out information which has been obtained from agencies or persons identified with some foreign government.

It is requested that the Bureau advise this office as to the proper terminology to use in the body of the report when referring to such persons and agencies who are being designated with "T" symbols.

In this regard it is quite often necessary to refer to the following: [REDACTED]

It is noted that in certain instances in furnishing information from these sources the Bureau has requested that some of them be characterized by using the term "Confidential Source Abroad". It is requested that the Bureau advise whether such designation is a satisfactory and complete designation in all such instances and, if not, that this office be advised as to the terminology desired.

It sometimes becomes necessary in reports of this type to set out information furnished by the Bureau as obtained by one of the legal attaches. It is requested that the Bureau advise as to the proper method of setting out such information.

Information is also received from the Bureau from time to time which was obtained from some embassy of the United States and in some instances this information is stated to have been obtained from the confidential or personal and confidential files of that embassy. It is requested that the Bureau furnish advice as to the appropriate way of describing this source when a "T" symbol is used in a report.

In some instances investigations are conducted by State Department employees abroad at the request of the FBI

WRP:OC
105-0

RECORDED - 97

- SE -

Director, FBI
6-11-51

RE: FOREIGN SOURCES
INTERNAL SECURITY

It is requested that this office be advised whether such investigations should be covered by a "T" symbol and, if such coverage is desired, the terminology which is preferred in describing the "T" symbol.

SECRET - ATTACHMENT

Date: July 30, 1951
To: Legal Attache
Paris, France
From: John Edgar Hoover, Director
Federal Bureau of Investigation
Subject: ~~CONFIDENTIAL~~
ADMINISTRATIVE

In accordance with conferences which you and other
Legal Attaches held with Inspector V. P. Nease on the occasion
of his recent calls at your offices, it is desired that you
submit the results of your investigations in the form of reports
in all instances where such reporting appears to be appropriate.

cc - Legal Attache
Rio de Janeiro

SECRET - ATTACHMENT

cc - Legal Attache
Madrid, Spain

SECRET - ATTACHMENT

cc - Legal Attache
London, England

SECRET - ATTACHMENT

cc - Legal Attache
Havana, Cuba

SECRET - ATTACHMENT

cc - Legal Attache
Mexico City, Mexico

SECRET - ATTACHMENT

cc -



CONFIDENTIAL - ATTACHMENT
ADMINISTRATIVE

cc -



6-2457-1120

b7D

cc - Foreign Service Desk (Detached)
SJP:mkf

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

2 1951 CONFIDENTIAL
ADMINISTRATIVE

11-70

11-70

and practical. In this connection, information consisting of extensive data concerning a group organization or an individual should be incorporated in report form. The report, of course, should be prepared in accordance with the rules and regulations set forth in the Bureau Handbook.

On the Administrative Page of your report, you should indicate if, and to whom, the report has been disseminated by you at your post of assignment. If you have not disseminated the report, you should explain on the Administrative Page why such dissemination was not made. It is understood that there will be occasions where you will disseminate the information in the abstract, or a portion thereof, in the form of a memorandum. In such instances, you should include as an enclosure to your report, a copy of the memorandum, etc., and refer to the subject in the abstract. If you disseminate information orally, you should clearly describe, on the Administrative Page, that information and how it was furnished to other agencies in the Embassy.

In connection with the preparation of your memoranda used for dissemination purposes, it is desired that in the first paragraph you set forth adequate background data in order to give the contents appropriate context. You can appreciate that such a procedure will naturally assist supervisors in conducting dissemination at the cost of lower cost. Whenever possible, it is desired that your memoranda be prepared in such a form so that it will be suitable for dissemination at the cost of Government in the abstract.

If you have any suggestions regarding report writing and dissemination, it is requested that you submit your recommendations to the Bureau bearing in mind that the Bureau wishes to provide the better of report writing and dissemination in the most practical and efficient manner.

With regard to dissemination of information, your attention is referred to Bureau instructions previously issued, attached as an enclosure and fifteen recommendations to the Committee on appropriate agencies, the information which is logically of interest to them.

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

66-2435
NOT RECORDED
85 JUL 25 1951

107 AUG 7 1957



~~STRICTLY CONFIDENTIAL~~
BUREAU BULLETIN NO. 29
Series 1951

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

July 12, 1951

In Reply, Please Refer to
File No.

WASHINGTON 25, D. C.

(A) PREPARATION OF INSERTS FOR INVESTIGATIVE REPORTS -- When investigation is conducted in a particular case by 2 or more Agents within a Field Division, Agents covering leads should submit the results of their investigation in the form of inserts which will be included in investigative reports. These inserts will be routed to the Agent to whom the case is assigned, to be used by him in dictation and to be destroyed after dictation. These inserts will not be serialized in the file. If circumstances necessitate their temporary maintenance with the file, they shall be kept on top of the file, but under the Acco fastener. Investigative data developed by Agents not intended for inclusion in an investigative report should be in memorandum form and should be serialized for permanent retention in the file. If an investigative employee or Supervisor ascertains that material submitted in insert form should be permanently maintained, he should write in large letters the word "File," as a signal to the Chief Clerk to serialize and permanently maintain the document. These are existing regulations which the Bureau feels must be re-emphasized at this time.

5p-8 BfJ/mm
3118783

66-2435-
NOT RECORDED
83 AUG 3 1951

616
32 AUG 7 1951

1153
ORIGINAL FILED

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON ✓

DATE: 7/5/51

FROM : MR. H. H. CLEGG *HHC*

SUBJECT:

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Belmont _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

During the Inspectors' Conference of June 26, 1951, a discussion was had of the practice of coordinating material for inclusion in investigative reports when 2 or more Agents are participating in an investigation within a Field Division.

The Inspectors felt it advisable to reiterate existing Bureau regulations.

RECOMMENDATION:

If approved, a Bureau Bulletin is attached.

Attachment

EDM:DMG

RECORDED - 24

66-2455-1121
 AUG 7 1951

AUG 27 1951

182

Office Memorandum • UNITED STATES GOVERNMENT

b6
b7c

TO : MR. TOLSON

DATE: 8/6/51

FROM : JOINT COMMITTEE

SUBJECT: SUGGESTION #817

EMPLOYEE: SA [REDACTED]

ALBUQUERQUE DIVISION

REPORT WRITING - HEADING "ASSOCIATION"

BE SET FORTH AT BEGINNING OF DETAILS

MEMBERS PRESENT: Messrs. E. Scheidt R. T. Harbo
S. K. McKee E. D. Mason
R. D. Auerbach

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

SUGGESTION:

That at the beginning of the details of a Security case report there be set forth a heading "Association," under which heading there would be listed the most suitable informant who authoritatively and specifically described subject's connection with subversive activities.

It was the thought of the suggesting Agent that this would eliminate review of reports for the best abbreviated, authoritative and specific description of subject's affiliation with the subversive activity.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee studied carefully the thoughts of the Security Division that the best information concerning subject's activity would always appear in succinct form in the synopsis of the report. Current instructions provide for the use of appropriate topical headings which facilitate review of the "Details" of investigative reports. The Committee felt it inadvisable to recommend a change in report writing procedure to put into effect this suggestion which offers little practical benefit, and recommended unanimously unfavorably.

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/29/91 BY SP5C/JHF
Enclosure not handled

cc-Mr. Mohr
Mr. Clegg
EDM:DMG

RECORDED - 102

AUG 21 1951

52 OCT 10 1951
F-313

EX-88

RECORDED COPY FILED IN 66-2554-2111

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

EMPLOYEE SUGGESTION

Date July 17, 1951

To: Director, FBI

From: SA [redacted]

Field Office or Division Albuquerque

SUGGESTION: Near beginning of "Details" of an individual's report in a 100 case, have heading "Association." Here set out most suitable informant to describe, authoritatively and specifically, subject's connection with the subversive activity. For example, set out "T-1, of known reliability, on 7-1-51 reported that subject in June 1951, was a member of the Valley Branch of the Communist Party in Albuquerque, NM."

Its advantages are: Eliminate reviewing reports for the best, abbreviated, authoritative and specific description of subject's affiliation with the subversive activity.

It should save at least \$? annually.

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

Comments and recommendation of Supervisor, SAC, or Assistant Director:

b6
b7C

RECORDED - 102

66-2435-1122

JUL 19 1951

(Signature)

(Title)

*Letter to Director, Albuquerque
cc SAC 1-27-51
memo from Mr. Tolson
cc Mr. Clegg
8-6-51
E.D.M.*

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON *✓m*

DATE: 8/6/51

b6
b7C

FROM : JOINT COMMITTEE

SUBJECT: SUGGESTION #815

EMPLOYEE: SA [REDACTED]

ALBUQUERQUE

REPORT WRITING - INCLUDE HEADING
"LOCATION" TO ELIMINATE REVIEW

Tolson *✓*
Ladd *✓*
Clegg *✓*
Glavin *✓*
Nichols *✓*
Rosen *✓*
Tracy *✓*
Harbo *✓*
Belmont *✓*
Mohr *✓*
Tele. Room *✓*
Nease *✓*
Gandy *✓*

MEMBERS PRESENT: Messrs. E. Scheidt
S. K. McKee
R. D. Auerbach

R. T. Harbo
E. D. Mason

SUGGESTION:

At the beginning of a Security report on an individual there be included a heading, such as, "Location," under which in block form the present residence and employment of the subject would be set forth.

The purpose of this suggestion was to eliminate as much as possible reviewing of Security reports on subjects in efforts to locate their addresses or employment.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee took cognizance of the views of the Security Division to the effect that most of the cases requiring reviews to obtain address and employment data are also Security Index cases and such information is quickly available on the Security Index card.

The Joint Committee also felt that such data currently appears in the synopsis of the report which facilitates review. The placing of such material in block form at the beginning of the details would require another exception to already involved rules of report writing.

As a result of its deliberations, the Joint Committee recommended unanimously unfavorably.

cc-Mr. Mohr
Mr. Clegg

EDM:DMG

204

#323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/10/91 BY SP5 C/BH

RECORDED - 58

EX-130

AUG 17 1951

EX-130

RECORDED COPY FILED IN 66-2551-170

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

EMPLOYEE SUGGESTION

Date July 31, 1951

To: DIRECTOR, FBI

From: SA ALBERT H. CALLAHAN

Field Office or Division WASHINGTON FIELD

SUGGESTION: In instances where several special agents have assisted in the investigation of a particular case, it is suggested that authorization be granted to show on the administrative page of the report the names of those special agents opposite the investigation conducted by each.

Such a procedure would continue to fix responsibility for a particular phase of the investigation, eliminate excessive verbiage in the details of the report, and present a clearer and more easily readable report, particularly when distributed to interested Government agencies.

When numerous special agents assist in an investigation, the details of a report now contain the names of these individuals ~~its advantages are:~~ and the Government agencies receiving copies of the report are burdened with reading the names of numerous individuals and could result in undeserved criticism of Bureau administrative procedures. The names of individuals who conduct investigations are, after all, an administrative matter of no interest to another Government agency.

A possible objection that more paper would be used in the addition of an administrative page is not without merit; however, this objection is more than offset by the better presentation in the details of the report of a clear, brief, comprehensive accurate statement of facts. It should save at least \$ annually.

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

Albert H. Callahan

(Signature of Suggestor)

Special Agent

Comments and recommendation of Supervisor, SAC, or Assistant Director:

RECORDED - 8

INDEXED - 8

AUG 22 1951

EX - 73

(Signature)

(Title)

TWAS
PERS. FILES

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

FROM : The Executives Conference

SUBJECT: PAROLE REPORTS

DATE: August 22, 1951

Tolson ☒

Ladd ☒

Clegg ☒

Glavin ☒

Nichols ☒

Rosen ☒

Tracy ☒

Harbo ☒

Belmont ☒

Mohr ☒

Tele. Room ☒

Nease ☒

Gandy ☒

Public Law 98 - 82nd Congress, which was signed by the President on July 31, 1951, amended Title 18, U. S. Code, Section 4202 and among other things made prisoners eligible for parole if they were serving a definite term or terms of over six months. Formerly a prisoner had to be serving a term of over one year to be eligible for parole. Our present rule concerning the submission by the field of parole reports is that they should be submitted if a subject is sentenced in a Bureau case to imprisonment for more than one year.

In view of the fact that prisoners are now eligible when serving a term of over six months, it is recommended that the Bureau's rule concerning the submission of reports be changed so that they will be required in cases where subject is sentenced in a Bureau case to imprisonment for more than six months.

There is attached for approval a proposed Bureau Bulletin for your approval.

Attachment Unanimously approved by the Executives Conference on August 23, 1951, with Messrs. Glavin, Parsons for Harbo, Gearty cc-Mr. Clegg McGuire for Nichols, Laughlin, Mason, Mohr, Mr. Mohr Belmont, Tracy, Ladd and Rosen in attendance.

JTH:BSW

Respectfully,
For the Conference

[Signature]
Clyde Tolson

RECORDED - 42

EX-130

66-2435-1125

SEP 6 1951
15

OK
file
76 SEP 7 1951

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS *[Signature]*
 FROM : F. W. WALKART *[Signature]*
 SUBJECT: SUGGESTION BY SA CHILTON B. CREASON
IN THE REPORT

DATE: 7-28-51

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Belmont _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

Reference is made to the suggestion by SA Chilton B. Creason that the reference might be omitted in report writing in cases where the Bureau file number is placed on the first page of the report.

From the Records Section view point the inclusion of the reference in a report is desirable because without it our classifiers would have greater difficulty in placing the report in the correct file in many instances. At present this specific reference enables them to utilize the Service Unit abstracts and obtain the correct file number. If they had merely the quoted file number the classifier would have to accept it as correct or else search the mail in the General Index, a waste of labor and time. It is factual that the file number suffers from the transposition of numerals on frequent occasions or is otherwise incorrect. Likewise, material may be placed in one or more files and the quoted file number may sometimes not be the one used in the Records Section.

Another advantage in having the reference is to establish the continuity of the file and the case. It would otherwise be difficult to determine which serial in the file comes before or after other serials. Dates, of course, are not always reliable to establish this order.

The supervisor at the Seat of Government handling the case will frequently need the reference communication for various reasons of his own. If he has no such reference set out as a guide, he would have to have the file reviewed in order to locate it. This would give rise to terrific demands on the Filing Unit whenever case files are large and sections of a file must be located. Such review work itself would take considerable time and effort and give rise to unnecessary locating. This is unnecessary under our present system whereby the particular reference serial can be located instantly through the abstract system.

Although the above objections are substantial and important, it is believed that other even more serious objections would be raised by the supervisor who must handle the cases not only at the Seat of Government but in the field. It is therefore recommended that this suggestion be considered by the Investigative Division from their viewpoint.

WMM:jw
 Attachment

JUL 29 1951

RECORDED - 121

INDEXED - 121

EX - 119

PERS. FILES

Memorandum to Mr. Nichols
Re: Suggestion by SA Chilton B. Creason

7-28-51

RECOMMENDATION:

1. That instant suggestion be referred to the Investigative Division for their views.

2. That the above comments of the Records Section be referred to the Joint Committee.

Handwritten signature and initials
8/2/51

MR. NICHOLS

7-23-51

F. W. WAIKART

SUGGESTION BY SA CHILTON B. CREASON

Reference is made to the suggestion by SA Chilton B. Creason that the reference might be omitted in report writing in cases where the Bureau file number is placed on the first page of the report.

From the Records Section view point the inclusion of the reference in a report is desirable because without it our classifiers would have greater difficulty in placing the report in the correct file in many instances. At present this specific reference enables them to utilize the Service Unit abstracts and obtain the correct file number. If they had merely the quoted file number the classifier would have to accept it as correct or else search the mail in the General Index, a waste of labor and time. It is factual that the file number suffers from the transposition of numbers on frequent occasions or is otherwise incorrect. Likewise, material may be placed in one or more files and the quoted file number may sometimes not be the one used in the Records Section.

Another advantage in having the reference is to establish the continuity of the file and the case. It would otherwise be difficult to determine which serial in the file comes before or after other serials. Dates, of course, are not always reliable to establish this order.

The supervisor at the Seat of Government handling the case will frequently need the reference communication for various reasons of his own. If he has no such reference set out as a guide, he would have to have the file reviewed in order to locate it. This would give rise to terrific demands on the Filing Unit whenever case files are large and sections of a file must be located. Such review work itself would take considerable time and effort and give rise to unnecessary locating. This is unnecessary under our present system whereby the particular reference serial can be located instantly through the abstract system.

Although the above objections are substantial and important, it is believed that other even more serious objections would be raised by the supervisor who must handle the cases not only at the Seat of Government but in the field. It is therefore recommended that this suggestion be considered by the Investigative Division from their viewpoint.

WMH:jw
Attachment

1126

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Rm. _____
Nease _____
Gandy _____

7-25-51

Memorandum to Mr. Nichols
Re: Suggestion by SA Chilton B. Creason

7-28-51

RECOMMENDATION:

1. That instant suggestion be referred to the Investigative Division for their views.

2. That the above comments of the Records Section be referred to the Joint Committee.

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

FROM : JOINT COMMITTEE

SUBJECT: SUGGESTION #838

DATE: 8/4/51

EMPLOYEE: SA CHILTON B. CREASON
MOBILE OFFICE

REFERENCE BE ELIMINATED FROM INVESTIGATIVE
REPORTS CONTAINING BUREAU FILE NUMBERS

MEMBERS PRESENT: Messrs. E. Scheidt R. T. Harbo
S. K. McKee E. D. Mason
R. D. Auerbach

113
Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

SUGGESTION:

That the reference be eliminated from those investigative reports which contain Bureau file numbers.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee considered the fact that the FBI Handbook, Part I, page 33, requires that the reference be the last item on the last page of investigative reports and that in no instance should it be included on any of the investigative pages except in Applicant-type cases.

The Committee also considered Part I, page 37, of the FBI Handbook which requires that the Bureau file number, where known, should appear immediately to the right of the designation of copies to the Bureau on the first page of an investigative report.

The Committee also considered the views of the Records Section, Records and Communications Division, to the effect that the inclusion of the reference in a report is desirable as an aid to the classifiers in the Records Section in marking the report for the correct file. The reference enables Records Section employees to utilize abstracts on file in the Service Unit as a means of obtaining the correct file number.

File numbers themselves are subject to error and if an error arises the classifier would have to search the mail in the general indices which is a considerable waste of time.

References make possible the establishment of continuity in the file and without references it would be sometimes difficult to determine which serial in the file comes before or after other serials, for dates are not always reliable in the establishing of this order.

cc-Mr. Mohr
Mr. Clegg
EDM:DMG

RECORDED 121 AUG 29 1951

INDEXED 121

EX - 119

PERS. FILE

JOINT COMMITTEE CONSIDERATION (continued)

The reference in a communication is a signal to the Supervisor handling that classification of case. It makes it unnecessary in many instances to have the file reviewed. The elimination of references would place additional demands on the Filing Unit.

In view of these objections alone, the Joint Committee felt that it had sufficient evidence at hand to indicate that any change in the current procedure would put undue hardships on the Records Section and, therefore, recommended unanimously unfavorably relative to the suggestion.

References are vital to lead officers and officers of origin.

OK
✓ 19
8-10-51

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. V. P. KEAY *VPKA*
 FROM : JOSEPH M. SIZOO *JMS*
 SUBJECT: SUGGESTION FOR PHOTOSTATING REPORTS

DATE: July 24, 1951

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Belmont _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

It is suggested that a single overlay with the "property stamp" be used in place of small blocks of paper in preparing reports for photostating during the handling of name checks.

At present, a block of paper with the following stamp

This confidential report and its contents are loaned to you by the FBI and are not to be distributed outside of agency to which loaned. This is the result of a request for an FBI file check only and is not to be considered as a clearance.

is stapled to the lower front page of each report to be photostated for transmission to other agencies. When the report is photostated by the Mechanical Section, the stamp is permanently incorporated in the front page.

The stamping of little blocks of paper and the stapling and removing requires time and material which could be saved by having the Mechanical Section put a single masking strip with the "property stamp" across the bottom of required reports.

Since no information concerning the subject appears in the lower part of the front page of the report form, there should be no objection by other agencies to the complete masking of this area. Also, it is necessary to block out Bureau markings on the lower portion of report front pages and an overlay sheet would make this process easier for both the Correlation-Liaison and Mechanical Section.

In ordering photostatic copies a notation "Use property stamp" could be put on the requisition form going to the Mechanical Section.

Using a two week period as a basis, the yearly cost of small paper blocks, staples used, time for stapling and removing the blocks would amount to about \$100. The suggested method would also prevent rips and tears in copies of reports to be returned to file.

The use of the overlay in the Mechanical Section should amount to an equal saving in time and material, making a total saving to the Bureau of \$200.

2 ENCL 121
 Attachment cc: *Ladd, Glavin, Nichols, Rosen, Tracy, Harbo, Belmont, Mohr, Tele. Room, Nease, Gandy*

JMS:am 100-119-1128 RECORDED - 121

AUG 27 1951

EX - 119

M. A. Sullivan

It is noted that at present the process requires the stapling of a block of paper on the lower portion of the front page as well as the masking of each individual marking.

Samples of the block now used and the suggested overlay are on a separate page submitted with the original of this memorandum.

A handwritten signature or set of initials, possibly reading 'J. M. G.', is written in dark ink on the left side of the page.

EMPLOYEE SUGGESTION

To: Mr. V. P. Keay

From: Joseph M. Sizoo

Field Office or Division Division (Security)

Use a single masking overlay with the "property stamp" in place of small blocks of paper in preparing reports for photostating during the name check program. The attached memorandum discusses the suggestion in more detail.

Savings in material and time in the Correlation - Liaison Section. Also a saving in time in the Mechanical Section.

It should save at least \$ 200.00 annually.

Joseph M. Lizio
(Signature of Suggestor)

Victor P. Keay
(Signature)

Mechanical Section in streamlini.

ENCLOSURE

66-2435

AUG 27 1951

18

EX. - 119
EX. - 110

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

FROM : JOINT COMMITTEE

SUBJECT: SUGGESTION #827
EMPLOYEE: JOSEPH M. SIZOO
SECURITY DIVISION
PHOTOSTATING OF REPORTS

DATE: 8/6/51

SAVINGS: \$200.
AWARD: \$10.

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

MEMBERS PRESENT: Messrs. E. Scheidt R. T. Harbo
S. K. McKee E. D. Mason
R. D. Auerbach

SUGGESTION:

That a single overlay with the "property stamp" be used in place of small blocks of paper in preparing reports for photostating during the handling of name checks. (sample attached).

At present a block of paper with the following stamp:

"This confidential report and its contents are loaned to you by the FBI and are not to be distributed outside of agency to which loaned. This is the result of a request for an FBI file check only and is not to be considered as a clearance."

is stapled to the lower front page of each report to be photostated for transmission to other agencies. When the report is photostated by the Mechanical Section the stamp is permanently incorporated in the front page. The stamping of little blocks of paper and the stapling and removing requires time and material which could be saved by having the Mechanical Section put a single masking strip with the "property stamp" across the bottom of required reports. Since no information concerning the subject appears in the lower part of the front page of the report form, there should be no objection by other agencies to the complete masking of this area. Also, it is necessary to block out Bureau markings on the lower portion of the report front page and an overlay sheet would make this process easier for both Correlation-Liaison and Mechanical Sections.

In ordering photostatic copies a notation "Use Property Stamp" could be put on the requisition form going to the Mechanical Section.

Attachment
cc-Mr. Mohr

Mr. Clegg INDEXED - 121
EX - 119

AUG 23 1951

PERS. FILES

166-2035-1129
Mr. Auerbach
Letter to
8/15/51
3/1/51

Using a two-week period as a basis, the yearly cost of small paper blocks, staples, time for stapling and removing the blocks would amount to about \$100 and the suggested method would also prevent rips and tears in copies of reports to be returned to file.

The use of the overlay in the Mechanical Section should amount to an equal saving in time and material, making a total savings to the Bureau of \$200 annually and it is believed that with the increase in name checks being made even greater savings would accrue to the Bureau.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee on 7-31-51, took cognizance of the views of the Administrative Division's Mechanical Section that this method would be practical and convenient.

The Committee recommended that the suggested overlay procedure with the "property stamp" be adopted and then recommended an award of \$10 be made to Clerk Joseph M. Sizoo for the suggestion.

In arriving at a decision relative to the award, it is noted that the suggesting employee estimated an annual savings of \$200 as the yearly cost of small paper blocks, staples used, time for stapling and removing the paper blocks and also the prevention of rips and tears in copies of reports.

Section Chief R. C. Renneberger of the Mechanical Section felt that although the suggestion was practical and convenient the savings would be small and that it was not possible to give an accurate figure as to the annual savings.

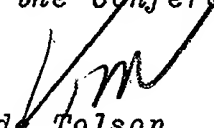
The Joint Committee felt that the estimate of the suggesting employee of \$200 annual savings should be assumed as the top possible savings and inasmuch as the Government's schedule of cash awards authorizes \$10 for each \$200 of savings, or any portion thereof, and \$10 being the minimum award, it was recommended that an award of \$10 be made to Mr. Sizoo.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:ebt

The Executives Conference on August 13, 1951, Messrs. Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Laughlin, Nease and Mason being in attendance, recommended favorably that the suggested over-lay procedure with the "property stamp" be adopted and that an award of \$10, the minimum award under the suggestion program, be made to clerk Joseph M. Sizoo of the Security Division.

If approved the Administrative Division will put this procedure into practice and arrange for the award to Sizoo.

Respectfully,
For the Conference


Clyde Tolson

Block Now Used
PROPERTY OF FBI

This confidential report and its contents are loaned to you by the FBI and are not to be distributed outside of agency to which loaned. This is an FBI investigative report and makes no recommendation for clearance or disapproval.

SUGGESTED
OVERLAY

PROPERTY OF FBI

This confidential report and its contents are loaned to you by the FBI and are not to be distributed outside of agency to which loaned. This is an FBI investigative report and makes no recommendation for clearance or disapproval.

Handwritten signature
#827

66-1129
ENCLOSURE

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Rosen *Ra*

DATE: August 17, 1951

FROM : *A*SUBJECT: PAROLE REPORTS

<i>Ra</i>	Tolson
	Ladd
	Clegg
	Glavin
	Nichols
	Rosen
	Tracy
	Harbo
	Belmont
	Mohr
	Tele. Room
	Nease
	Gandy

As a result of the passage of Public Law 98-82nd Congress on July 31, 1951, which law amends Title 18, U. S. Code, Section 4202, a prisoner is now eligible for parole if he is serving a definite term or terms of over six months. Parole reports are presently submitted only if the subject is sentenced in a Bureau case to imprisonment of more than one year. The FBI Handbook and the Manual of Rules and Regulations should be changed so that parole reports are required if the subject is sentenced for more than six months.

The attached changes should be made in the FBI Handbook and the Manual of Rules and Regulations.

131 *ENCL*
Attachment
JTH:BSW *JM*

*Memorandum Review
Complete*

RECORDED - 129

INDEXED - 129

166-2435-1130 *omb*
SEP 6 1951
18

LR
63 SEP 24 1951
F393

UNRECORDED COPY FILED IN 66-1934-✓

MANUAL OF RULES AND REGULATIONS
SECTION 12-E
PAROLE REPORTS

Part I in paragraph one, line three the words "a year" should be deleted and the words "six months" substituted.

In the same Part under C, line two, the words "less than one year and one day" should be deleted and the words "six months or less" substituted.

In Part II line two the words "a year and a day" should be deleted and the words "six months" substituted.

On line three the words "less than a year and a day" should be deleted and the words "six months or less" substituted.

*Parole Regulations
Revised
Comp. Part*

2-unt

66-2435-1130

ENCLOSURE

bc.
FBI HANDBOOK, PART I, CHAPTER 58
PAROLE REPORTS

On page 41, line four the words "one year" should be deleted and the words "six months" should be substituted.

On page 42, line twenty the words "less than one year and one day" should be deleted and the words "six months or less" should be substituted.

On line twenty-three the words "a year and a day" should be deleted and the words "six months" substituted.

On lines 23 and 24 the words "less than a year and a day" should be deleted and the words "six months or less" substituted.

*Handbook
Revised
and*

2-enc

46-2435-1130

ENCLOSURE

Office Memorandum • UNITED STATES GOVERNMENT

Director

TO : Attention: Training and Inspection Division DATE: July 23, 1951

FROM : B. C. Brown

SUBJECT: SUGGESTION BY SA CHILTON B. CREASON

Attached is a suggestion submitted by SA Chilton B. Creason during the Mobile inspection. Although the suggestion has merit, the advantage may be outweighed by the disadvantage of instituting one more exception in our already complicated instructions on report writing.

BCB:rlg
Enclosure

RECORDED
INDEXED
20-20

COPIES DESTROYED

270 JUN 21 1965
SEP 2 1951

to Mr Tolson
cc - Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Harbo
cc - SA
8-9-51
EX-79

100-2435-1131

Mobile, Alabama
July 18, 1951

MEMO TO INSPECTOR B. C. BROWN: *Bob*

The following suggestion is being made with the view that the Bureau may wish to amend existing instructions requiring the placing of a reference on the last page of investigative reports of the non-applicant type.

Part I, Page 33, of the FBI Handbook provides that the reference shall be the last item on the last page of the report and in no instance should it be included on the investigative pages, except in applicant type cases. Part I, Page 37, of the FBI Handbook provides that where the file number of the Bureau is known, it should appear immediately to the right of the designation of the number of copies for the Bureau on the first page of the investigative report. The question is raised as to whether the reference on the last page of the report serves a useful purpose when the Bureau file number is known and designated on the first page of the report. It has been observed that frequently the placing of the reference at the end of the report requires the addition of extra pages for that purpose alone. This is particularly true in Closing and RUC reports.

If the adding of the reference in such cases is not otherwise necessary, it is suggested that amending current instructions may simplify reporting procedure.

Respectfully submitted

Chilton B. Creason
CHILTON B. CREASON, SA

66-2165-113, 2-51



~~STRICTLY CONFIDENTIAL~~
BUREAU BULLETIN NO. 36
Series 1951

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

*In Reply, Please Refer to
File No.*

August 30, 1951

WASHINGTON 25, D. C.

(A) PAROLE REPORTS -- On July 31, 1951, the President approved Public Law 98 - 82nd Congress which amends Title 18, U. S. Code, Section 4202. The Section as amended is as follows:

"A Federal prisoner, other than a juvenile delinquent or a committed youth offender, wherever confined and serving a definite term or terms of over one hundred and eighty days, whose record shows that he has observed the rules of the institution in which he is confined, may be released on parole after serving one-third of such term or terms or after serving fifteen years of a life sentence or of a sentence of over forty-five years."

A prisoner is now eligible for parole if he is serving a definite term or terms of over six months. Effective immediately, a parole report should be submitted promptly by the office of prosecution after a subject is sentenced in a Bureau case to imprisonment for more than six months. No parole report is necessary if a subject receives two or more sentences, the aggregate of which is more than six months, each sentence, however, being for six months or less. Parole reports should be submitted in cases involving prosecutions under the Escape and Rescue Statute if the sentence which was being served by the prisoner at the time of his escape was for six months or less.

This is a change in the rule relative to the submission of parole reports as presently contained in Part I, Chapter 58, FBI Handbook and Section 12-E Manual of Rules and Regulations,

Very truly yours,

John Edgar Hoover

Director

Declassified by SP-8 BTD/mm
3/18/83

B

30
61 SEP 6 1951

166-2435-✓
NOT RECORDED
133 AUG 31 1951

ORIGINAL FILED IN 100-23-11

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

EMPLOYEE SUGGESTION

Date 7/30/51

To: Director, FBI

From: SA [redacted]

Field Office or Division San Francisco

b6
b7C

SUGGESTION:

That security-type reports, at least, include, where pertinent, a sub-section captioned ~~"Exhibits"~~ or other appropriate word, which section would include a ~~listing~~ of all documentary or real ~~evidence~~ received during the period of the report. It should briefly describe the evidence; its source, protecting the source by T symbol if necessary; the date received; and, the identity of the Agent receiving same. The Administrative Page might reflect its location if other than in that file.

Its advantages are:

This would be a chronology of all available evidence. It would reflect in the report the evidence obtained. It would tend to insure that available evidence is reported and is correlated to the facts reported, and would tend to encourage the use of documentary evidence to substantiate information received verbally from informants and other sources. It would aid in supervision of the case. It would allow the prosecuting officials to follow the development of the evidence. It would certainly facilitate the preparation of a prosecutive summary.

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

Comments and recommendation of Supervisor, SAC, or Assistant Director:

INDEXED - 57 EX - 151 61-211-1132

This suggestion merits consideration for approval although it is believed it might entail considerable administrative handling to maintain the necessary records.

66-1748

AG:vw

cc: Personnel File

[Signature]
(Signature)
Special Agent in Charge
(Title)

b6
b7C

PERS. FILES

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Rosen
 FROM : L. R. Pennington
 SUBJECT: SUGGESTION NO. 10

DATE: September 4, 1951

Tolson
 Ladd
 Clegg
 Glavin
 Nichols
 Rosen
 Tracy
 Harbo
 Belmont
 Mohr
 Tele. Room
 Nease
 Gandy

The Agents assigned to the Accounting, Fraud, Selective Service and Civil Section have been canvassed relative to suggestion No. 10 and it is the consensus of opinion that suggestion No. 10 should not be put into effect. It was pointed out by several of the Agents that it is advantageous for the field to have on hand two copies of all reports even though at the time a case is closed there appears to be no need for dissemination of the information contained in the reports; that oftentimes at a later date the need arises for the dissemination of the information developed through our investigation and it is then incumbent upon the field to retype an additional copy of the report. It was also pointed out by several of the Agents that in security type cases the case very often is placed in a closed status by the office of origin and at a later date the subject moves to another field division where the investigation is reopened and it is necessary for the original office of origin to furnish the new office of origin copies of all pertinent reports. Here again it would be incumbent upon the original office of origin to retype the closing report in order to furnish the new office of origin a copy of the same.

It is therefore the opinion of myself and the Agents assigned to the Accounting, Fraud, Selective Service and Civil Section that suggestion No. 10 should not be placed in effect.

arAJM:DC

RECORDED - 115

166-2195-1133
 SEP 14 1951
 18

EX-18

TWO
 PERS. FILES

UNRECORDED COPY FILED IN 166-2195-1133

1951

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Rosen

DATE: August 28, 1951

FROM : G. C. Gallahan

SUBJECT: SUGGESTIONS 10 and 11

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Belmont _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

Investigation Report

Suggestion 10 is to the effect that the Field should prepare only one file copy of RUC and closing reports. This is already being done in Atomic Energy Act cases. It is highly questionable whether it should be extended to others. We have to consider checks which are made in the Field and such intelligence organizations as G-2 and ONI and if the file is stripped of all but the Field copy, it seems that it would be necessary to do a lot of copy work and photostating.

In addition, in criminal cases for instance, subjects of one investigation frequently become the subjects of another and it is necessary for Agents to have a copy of the report in one case in order to intelligently handle an investigation in a new case. It is felt that more harm than good would result in extending the practice of having only one file copy of a report in the file.

Suggestion 11 is to the effect that in those cases where an administrative page of a report has nothing on it except the identity of a Special Employee who checked a police department or credit agency, that no administrative page be prepared and that the identity of the person who checked the record should be reflected in the Field Office file.

This suggestion is not new. It has been considered on many occasions. It is the writer's understanding that some reasons against it were obtained in Security matter cases and other cases. It is the writer's opinion that it has distinct merit in applicant-type cases. We have literally thousands of reports containing an administrative page with nothing but the identity of these Special Employees on it. It is necessary to remove them before the report is transmitted.

It has in the past and continues to be the opinion of the writer and supervisors in the Special Inquiry Section that it would be highly desirable not to affix administrative pages to reports for this sole purpose. This suggestion, as far as applicant type investigation is concerned, is felt to have definite merit.

GCC:e jr

EX-18

RECORDED - 115

SEP 14 1951

18

63 OCT 1 1951

333

UNRECORDED COPY FILED IN 1134

July 23, 1951

QUESTION

Why are Special Employees who conduct investigations identified on the administrative page and not in the details of a report or in the space provided for the author on the first page of a report?

ANSWER

The short answer is that SAC Letter 165 of December 23, 1947, so provides. The reasons for the adoption of the rule cannot be located. The SAC Letter provides that a Special Employee should not be set forth as the author of a report.

Since the reasons why the rule was adopted cannot be found in the usual places, and in some unusual places, conjecture is permissible.

One of the reasons might well be that Special Employees were for an extended period not permitted to testify in court. (SAC Letters 39, 3/4/48, and 44, 4/12/49)

On March 7, 1950, instructions were issued to give moot court training to Special Employees who worked on microphone and technical installations. (SAC Letter 18) This change in policy was extended to include moot court training for all Special Employees on July 18, 1950. (SAC Letter 45)

If the reason for the rule with reference to Special Employees appearing as authors of reports was based, as suggested, on the rule with reference to testifying, then it is submitted that the reason for the rule has ceased to exist and, therefore, the rule with reference to the authorship of a report might well be changed to permit Special Employees to be shown as the author of a report where they have done all of the investigation (record checks).

RECORDED - 73

EX-79

SEP. 21 1951

66-2435-1135

Memo - Mr. Clegg
9/28/51
H.B.L. app
100-13

8/9/51
X-Cong Memo
H.L. app
1951

2-M

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: September 11, 1951

FROM : MR. F. J. BAUMGARDNER

SUBJECT: CONSERVATION OF PAPER
SUGGESTIONS NUMBER 10 AND 11

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

PURPOSE

To recommend that Suggestions Number 10 and 11 not be adopted.

DETAILS

Attachment from the Los Angeles Office contains Suggestions Number 10 and 11 regarding the conservation of paper.

SUGGESTION NUMBER 10

Suggestion Number 10 that offices retain only one file copy of RUC and closing reports, and memoranda is not practical so far as the Domestic Intelligence Division is concerned. The number of copies of a memorandum should, of course, be controlled by the use to be made of the particular memorandum, and there can be no set rule as to the number of copies to be made in each instance. Thousands of Security cases are included in the Security Index at this time and additional ones are being added. It is not possible at any certain time to determine whether the subject of a Security investigation will be placed in the Security Index in the future. In an emergency it will be necessary for field offices to furnish copies of reports on Security Index subjects to appropriate U. S. Attorneys. A copy of pertinent reports must be available to Agents during hearings under the Emergency Detention Program. In so far as RUC reports are concerned if only one file copy were made it would not be possible for Agents to charge out a serial for use at a subsequent date if the case were reopened for any reason. The fact that an RUC report is written in a Security investigation does not mean that the case will not be subsequently reopened inasmuch as the ultimate action to be taken in Security matters will not occur until the Emergency Detention Program is placed in operation. Although in some instances one copy of an RUC report in Security matters might suffice, it is believed that the Security Program is too important to in any way curtail the use of Security files and the removal of reports from the file for use by the Agents.

RECORDED - 38

SEP 14 1951

Attachment

ENC: 1-1351

INDEXED - 38

EX.

59007 11-1351

UNRECORDED COPY FILED IN 66-5439-1
PERS. FILES

SUGGESTION NUMBER 11

Suggestion Number 11 recommends that the administrative page of a report be eliminated when it has nothing on it except the fact that records of police departments, credit agencies, etc., were checked by a named Special Employee.

Few, if any, reports are ever received in the Domestic Intelligence Division that would come under the situation mentioned above. In practically every instance reports in Security-type cases have administrative pages to report certain information for one or more of the reasons as outlined under (D) in Bureau Bulletin Number 25, dated June 14, 1951, and particularly to identify confidential informants. Of course, it is also necessary in Security reports to identify on administrative pages Special Employees performing duties in connection with highly confidential sources.

In so far as the Domestic Intelligence Division is concerned and due to the fact that in most instances administrative pages are necessary, it is believed that the suggestion has no practical application.

ACTION

If you approve, it is recommended that this memorandum be routed to the Training and Inspection Division to furnish them the views of the Domestic Intelligence Division that Suggestions Number 10 and 11 not be adopted.

my

Investigative Reports

(J) APPLICANT TYPE INVESTIGATIONS - MARKING REPORTS FOR ROUTING PURPOSES -- To aid in the routing of reports and the supervision of applicant-type cases at the Seat of Government, the following procedure is being placed in effect immediately:

In all applicant cases, exclusive of Bureau Applicants, the original only of every report submitted which contains any derogatory information shall be marked to the right of your file number with the letter "R" in the upper right corner of the first page.

The purpose of this mark is to insure prompt routing of reports containing derogatory information. It is to be emphasized that this letter is to be placed on the first page of the original of the report only and not on any of the copies. This can easily be done at the time the report is signed.

In Atomic Energy Act Applicant cases you should apply the following rule. If the derogatory information developed is sufficient to justify, under existing instructions, the conversion of an investigation from a limited investigation to a full one, then the "R" marking should be utilized; therefore, in full Atomic Energy Act Applicant investigations, the "R" marking should be utilized.

Each office should immediately obtain a rubber stamp with the letter "R" one-half inch in size. In the meantime you should use a red penciled "R" for the purpose.

Very truly yours,

John Edgar Hoover

Director

9-13-51
BUREAU BULLETIN NO. 38
Series 1951

- 6 -

66-03-112
ORIGINAL FILE IN

66-2435- ✓
NOT RECORDED

149 OCT 9

INITIALS OF

F107
OCT 13 1951

RECORDED - 11
INDEXED - 11

SAC, Oklahoma City

September 28, 1951

Director, FBI

1137

APPLICANT TYPE INVESTIGATIONS -
HASTING REPORTS FOR ROUTING PORTFOLIOS

EX-105

Reurlet 9-22-51.

The letter "R" should be placed upon all reports wherein derogatory information is reflected. In Atomic Energy Act cases the derogatory information must be sufficient to change the investigation from a limited to a full one.

WMM:nhl

RECEIVED-HVH 10/1/51

SEP 29 1 23 PM '51

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Rm. _____
Holloman _____
Nease _____
Gandy _____

SEP 29 1951

RECEIVED
FBI
SEP 29 1951
10 56 PM '51

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: September 22, 1951

FROM : SAC, Oklahoma City

SUBJECT: APPLICANT TYPE INVESTIGATIONS -
MARKING REPORTS FOR ROUTING PURPOSESInvestigative Reports

Reference is made to Bureau Bulletin No. 38 (J), Series 1951, dated 9-13-51, Applicant Type Investigation - Marking Reports for Routing Purposes.

The Bureau is requested to advise immediately if the letter "R" should be placed on all reports reflecting full field investigations or just upon those wherein derogatory information is reflected.

JPJ:mg
OC 66-88

set Okla. City
9-28-51
WMM

~~EXPEDITE PROCESSING~~
SEP 26 1951

RECORDED - 11

66-2435-1137
SEP 25 1951
1210-2

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: September 18, 1951

FROM : SAC, Philadelphia

SUBJECT: Suggestion of [redacted]
Stenographer (Group Supervisor),
re Administrative Page of Reportb6
b7C

Suggestion - Reports

There are transmitted copies of suggestion submitted by [redacted] for appropriate consideration.

I doubt the advisability of adopting the suggestion because it adds another administrative device to insure against the possibility of error, which should properly be handled by the exercise of care and the necessary attention in the normal procedures relative to the handling of reports.

In view of the fact that it is a suggestion by an employee and that it would offer an additional safeguard from a security standpoint, it is forwarded to the Bureau for appropriate attention.

EXPEDITE PROCESSING

SEP 20 1951

AC/mjm
Enclosures

EX - 28

RECORDED - 108
INDEXED - 108166-2-35-1138
SEP 20 1951
b6
b7C

OCT 10 1951

S U G G E S T I O N

Submitted by
Stenographer (Group Supervisor)
Philadelphia Division

b6
b7C

At the present time, the administrative page of a report is typed on the same kind of paper as the rest of the report. There exists the possibility of the administrative page being allowed to remain attached to the report when a copy of such report is forwarded to an outside agency. The thought has occurred to the writer that if the administrative page were typed on paper of a color other than white, this possibility would be eliminated by reason of the fact that the colored paper would serve as a reminder that this page should be detached. Administration information, leads, and the identity of confidential informants are contained on this page. It is obvious, therefore, from a security standpoint, that considerable damage could result by inadvertently allowing this page to remain attached.

*Pre-processed
per Edm 9/22/51
Letter of ack
to [redacted] Phila
[redacted] Edm
9-24-51*

RECEIVED
FBI - PHILADELPHIA

b6
b7C

1138

Office Memorandum • UNITED STATES GOVERNMENT

b6
b7C

TO : THE DIRECTOR

FROM : JOINT COMMITTEE

DATE: 9/24/51

SUBJECT: SUGGESTION #49

EMPLOYEE: [REDACTED]

CHIEF CLERK

MILWAUKEE OFFICE

PUNCHING OF HOLES IN MIMEOGRAPHED
REPORTS BY FIELD OFFICES

MEMBERS PRESENT: Messrs. E. Scheidt
S. K. McKee
L. V. Boardman

R. T. Harbo
E. D. Mason
A. Cornelius

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

SUGGESTION:

That all Field Offices be required to punch holes in large mimeographed reports when they are assembled.

ADVANTAGES:

1. The time consumed in removing the staples and perforating the report by the receiving office is excessive, when compared with the time used in perforating the report in the first instance.
2. The removal of the staples for perforation after receiving the report to some extent mutilates the report.

DISADVANTAGES:

None.

JOINT COMMITTEE CONSIDERATION:

On 9/21/51, the Joint Committee considered the above suggestion and recommended unanimously favorable. The Joint Committee felt that an SAC Letter should be forwarded to the Field.

The Committee also considered whether it would be advisable to punch holes in all reports and decided it would not be advisable.

Attachment
cc-Mr. Mohr
Mr. Glegg

EDM:DMG OCT 9 1951

RECORDED - 55
INDEXED - 55

EX-79

OCT 5 1951

66-2435-1139

2-M

EXECUTIVES CONFERENCE CONSIDERATION: EDM:DMG

On 9/25/51, the Executives Conference, consisting of Messrs. Glavin, Tracy, Parsons, Laughlin, Mohr, Gearty and Mason, expressed a unanimously favorable vote relative to the suggestion.

A Bureau Bulletin is attached for approval.

Respectfully,
For the Conference

✓

Clyde Tolson

GK.

J.



3/18/83 Sp-8 BTJ/mm

~~STRICTLY CONFIDENTIAL~~
BUREAU BULLETIN NO. 39
Series 1951

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to
File No.

September 20, 1951

WASHINGTON 25, D. C.

(A) IDENTIFICATION OF SPECIAL EMPLOYEES IN INVESTIGATIVE REPORTS --
The Manual of Rules and Regulations is being amended to include the following: "Special Employees shall be identified in investigative reports in exactly the same manner as Special Agents except that the names of Special Employees will be preceded by the initials SE."

The previous practice of Special Employees who dictate investigative reports preparing such reports showing the SAC as the maker thereof is hereby abolished. The previous practice of identifying on the Administrative Page those Special Employees who perform portions of the investigation contained in a report is hereby abolished. Any Special Employee who dictates a report shall show his name as the maker, taking care to precede his name by the initials SE. Any other practice formerly in existence designed solely to record the identity of a Special Employee who conducted certain record checks or investigation is immediately discontinued inasmuch as the investigative report will itself show the exact work done by Special Employees. This Bulletin should not be construed as changing the scope of authority of Special Employees or the duties which Special Employees are permitted to perform.

ORIGINAL FILED IN 66-2435-111

HANDLED BY
SEP 21 1951

66-2435-
NOT RECORDED
133 SEP 20 1951

52 SEP 27 1951

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: September 21, 1951

FROM : Mr. F. J. Baumgardner

SUBJECT: SUGGESTION OF SPECIAL AGENT ALLAN GILLIES
SAN FRANCISCO DIVISION, JULY 30, 1951

Tolson	_____
Ladd	_____
Clegg	_____
Glavin	_____
Nichols	_____
Rosen	_____
Tracy	_____
Harbo	_____
Belmont	_____
Mohr	_____
Tele. Room	_____
Nease	_____
Gandy	_____

PURPOSE:

To set out observations regarding the suggestion of SA Gillies that security type reports include a subsection captioned "Exhibits" where all documents or real evidence would be listed.

DETAILS:

Instant suggestion, although it has merit, would involve duplicate reporting concerning exhibits and it is not felt that the possible convenience of the subsection on exhibits or real evidence would justify the additional labor entailed in setting up such a section in all security reports.

At the present time when exhibits or real evidence are obtained, information concerning the same are reported in the details of the report. When necessary to place evidence in the bulky exhibits file a duplicate green sheet identifying such exhibits is placed in the investigative file. If instant suggestion were put into practice, information regarding such exhibits would appear in three places: (1) the details of the report; (2) the subsection captioned "Exhibits"; and (3) on the duplicate green exhibit sheet.

It does not appear that the value which would be received if instant suggestion were adopted would be sufficient to offset the increase in administrative work its adoption would entail.

JWP:don

INDEXED - 136

RECORDED - 136

OCT 2 1951

OCT 17 1951

333

PERS. FILES

SAC, Atlanta (116-00)

9-28-51

Director, FBI

ABSTRACT SLIPS
ATOMIC ENERGY ACT REPORTS

42407

RA
Reference is made to your letter dated September 21, 1951, referring to Bureau Bulletin #27, Series 1951, dated June 28, 1951, wherein it was indicated that abstract slips were not necessary in AEA reports. You requested to know whether or not this instruction also applied to the submission of letters addressed to the Bureau in AEA cases.

As indicated in the referenced Bulletin the elimination of abstract slips refers to investigative reports only. Whenever original letters are addressed to the Bureau in this classification, they should be accompanied by abstract slips.

FWW:rmb

1.25

September 21, 1951

Director, FBI

SAC, Atlanta

ABSTRACT SLIPS
ATOMIC ENERGY ACT REPORTS

Reference is made to Bureau Bulletin #27, Series 1951, dated July 28, 1951, wherein it is provided that it will not be necessary to submit abstracts with AEA reports. The Bureau is requested to clarify this bulletin as to whether the submission of abstract slips may also be omitted in letters to the Bureau in Atomic Energy Act cases.

116-00

GPD:bmb

116-00
NOT RECORDED

128 OCT 16 1951

RECEIVED OCT 16 1951

k

(B) SECURITY INDEX -- Preparation of Summary Reports Effective immediately you are to institute a project in your office of submitting summary reports on all individuals whose names are in your Security Index. In addition, you should submit summary reports at the time new names are recommended for the Security Index, providing the report submitted is not an initial report.

Emergency Reports

I realize that this will be a tremendous project for many offices and one which, of necessity because of the present heavy case load, must be handled on a selected and staggered basis until completed. However, eventually all Security Index cases will be brought up to date by a summary report and thereafter, each Security Index case will be followed on an annual basis as more fully described hereinafter. By this means we will be better prepared for the eventuality that the Emergency Detention Program may be placed in operation and the Bureau confronted with the immediate problem of furnishing usable reports on Security Index subjects to United States Attorneys.

66-2425-147

In placing this program in operation, you should be guided by the following general instructions:

- 1.. Each office should follow the priority schedule set out below and complete the project of preparing summary reports in all Security Index cases as rapidly as possible. This should be a continuing project until completed.

9-22-51
SAC LETTER NO. 95
Series 1951

- 3 -

al

66-2425-147
OCT 5 1951 F333
OCT 5 1951

2. Prosecutive summaries in cases being considered under the Smith Act will suffice for this project and as long as prosecution is being considered you should be guided in those cases by instructions relating directly to Smith Act prosecutions.
3. If a summary report has been submitted within the last six months a summary report need not be prepared at this time, but you should prepare an administrative tickler to follow such cases in order that a summary report will be prepared in each case one year from the date of the last summary report and each year thereafter as indicated below. This does not change existing instructions in any case or class of cases in which you have been requested to submit summary reports more frequently.
4. Instructions contained herein should not be construed to prohibit the preparation of a summary report at any time or in any case when you deem a summary report necessary and warranted for any reason.
5. In cases in which a prior summary report has been submitted, summary reports being prepared should cover the period from the last summary report to date.

Schedule for Submitting Summary Reports

This matter must be pursued vigorously in each office. Of course, the time of completion of the project will vary in each office depending on the manner in which the project is administered, the present work load in the office and the personnel available. In order that Security Index cases can be brought up to date and summary reports prepared, you should be guided by the following instructions regarding the scheduling of the writing of summary reports:

1. Effective immediately a summary report should be prepared and forwarded to the Bureau stapled to a Form FD-122 in each instance when a new name is being recommended for inclusion in the Security Index. Of course, this instruction does not apply when the report submitted is an initial report in the case.
2. Effective immediately, you should schedule summary reports for preparation on each subject maintained in the Special Section of the Security Index when a summary report has not been submitted within the last six months. A summary report should be prepared in each case added to the Special Section if a summary report has not been submitted in the past six months.

This instruction does not change any existing instruction requiring summary reports to be submitted more frequently in Special Section cases.

3. The next regularly scheduled report to be prepared in each case wherein the subject is designated a Top Functionary should be a summary report bringing the case up to date from the last summary report submitted. In the future, a summary report should be prepared and forwarded to the Bureau along with your recommendation that a Security Index subject be designated a Top Functionary provided a current summary report has not already been submitted. Thereafter, a summary report should be submitted on a yearly basis on each Top Functionary.
4. The next regularly scheduled report to be prepared in each case in which the subject has been designated a Key Figure should be a summary report. In the future, a summary report should be prepared and furnished to the Bureau at the time each new Key Figure is designated. Thereafter, a summary report should be submitted on a yearly basis on each Key Figure.
5. The next regularly scheduled six months' report to be prepared in each case in which the subject is employed in a vital facility should be a summary report.
6. All remaining Security Index cases not falling under categories 1 to 5 inclusive should be reviewed and those cases scheduled for the preparation of summary reports when the review indicates no pertinent derogatory information has been submitted in report form since January 1, 1949.
7. The remainder of cases on the Security Index should be scheduled next for the preparation of summary reports.

Form and Content

Each summary report should bring the investigation up to date and its preparation should afford your office an excellent opportunity for complete review as to the content and thoroughness of the investigation. At the time each case is reviewed for the preparation of the summary report, the Agent to whom the case is assigned should be alert to set out leads, where warranted, to develop the case more fully. All pertinent information contained in your files which has not been included in report form should be set out in the summary report.

Each summary report should be suitable for dissemination outside the Bureau and should reflect all information having any pertinency as to whether or not there is justification for a Security

Index card, including pertinent information developed through all types of confidential sources. All of the information received from each person, confidential informant or confidential source should be set out in chronological order under the name or symbol number of the respective person, informant or source. The identity of confidential informants and confidential sources should be fully protected by the use of T symbols.

The following general form should be used in the preparation of summary reports.

1. Background
 - a. Birth Data
 - b. Citizenship Status
 - c. Education
 - d. Marital Status
 - e. Military Service Record
(Including type of discharge, citations, etc.; also list service in the Abraham Lincoln Brigade, if any).
 - f. Criminal Record
 - g. Employment
 - h. Residences
 - i. Status of Health (if known).
2. Connections With the Communist Party or Other Revolutionary Groups.
 - a. Information concerning admission to the revolutionary group including sponsors, etc.
 - b. History of activity in, attendance at meetings of, and positions held in, the subversive movement with which the subject is identified.
3. Revolutionary Statements Made By Subject Showing Advocacy of the Overthrow of the Government by Force or Violence.
 - a. List each statement and full known details surrounding each.
 - b. List all statements by the subject showing complete adherence to the principles of Marxism-Leninism or other revolutionary doctrines espoused by the subversive group with which the subject is identified.

4. All Other Activities of Subject Indicating Furtherance of the Program of the Subversive Organization with Which He is Associated.
 - a. Speeches
 - b. Writings
 - c. Organizational directives and/or educational outlines signed by or issued by the subject, or issued while the subject was an officer of the organization.
 - d. Set forth all pertinent contacts between the subject and leaders of the Party.
 - e. Set forth details concerning the subject's attendance at the Lenin School in Russia, attendance at training schools of the subversive organization with which the subject has been identified or activity as an instructor at such schools.

5. False Statements Made By Subject Including Use of Aliases.

Any evidence available reflecting false statements made by the subject and use of aliases may be of extreme value for cross-examination purposes. Such evidence may be in your file which was obtained from passports, voting, marital records, income tax returns, employment and Selective Service records, among others.

6. Miscellaneous

- a. List here any pertinent items not falling under the above categories.

7. Physical Description

- a. Set forth here a complete up-to-date description of the subject.

Justification for Security Index Cards

After each case file is reviewed and the investigation brought up to date with the preparation of the summary report, a careful analysis of the individual's subversive activities should be made and if you determine from this analysis that a Security Index card is no longer justified because of evidence of disassociation or disaffection from the revolutionary movement, you should submit your recommendations as to whether or not the subject should be interviewed prior to a cancellation of the Security Index card.

There are many factors to be considered in determining whether a Security Index card is justified. As pointed out in No. Number SAC Letter dated June 11, 1951, because of the security measures and underground activities adopted by the Communist Party, the absence of information reflecting current subversive activities when there is no positive development justifying contrary action is not a sufficient reason for considering an individual presently on the Security Index as no longer dangerous or potentially dangerous to the internal security of the country.

Periodic Reports in Security Index Cases

Except those cases in which existing instructions require that regular investigative reports be submitted at stated intervals such as Top Functionary, Key Figure and Vital Facility cases as well as cases in certain categories of the Special Section, after a summary report has been prepared in a Security Index case, an administrative tickler should be set up in order that the case can be reopened and reviewed one year from the date of the summary report. This process of reopening cases should continue on a year-to-year basis. In this manner every Security Index case will be brought up to date, reviewed and reevaluated in the light of existing instructions at least once every year. At the time a case is reopened, any material channelized to the case file since the last summary report should be reviewed and the case brought up to date to determine the subject's current activities. If sufficient material is available, a summary report should be prepared at that time. If the material available does not warrant the preparation of a summary report, an investigative report should be prepared. If no derogatory information is available the fact that appropriate confidential informants have been contacted with negative results should be submitted in report form. This is necessary in order that the Department can be advised of the status of the case of each individual who is listed for apprehension in case of an emergency. Each time that a case is reopened and brought up to date the matter should be fully analyzed to be certain that the Security Index card is justified in the light of existing instructions.

Status of Project

Thirty days after receipt of this letter you should advise the Bureau of the plans formulated and action taken to date in undertaking the project of preparing summary reports in all Security Index cases. On January 1, 1952, and every three months thereafter as long as the project is not completed in regard to preparing the summary reports requested in cases falling in categories 2, 6 and 7 under "Schedule for Submitting Reports," set out above, you should submit a memorandum to the Bureau reporting the status of this project.

The initial memorandum submitted should furnish the total number of cases in categories 2, 6 and 7 listed for the preparation

of summary reports after the review has been made at this time.

(S) Subsequent memoranda should also set out that information along with the number of cases in each category in which the summaries have been prepared. All memoranda should be captioned "Summary Reports in Security Index Cases."